

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]

[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific position title] position that was advertised on [where you found the job listing] on [date]. I am a [Your Background: e.g., recent graduate, enthusiastic beginner, etc.] with a keen interest in [relevant field or industry]. Although I may not have extensive experience, I have developed strong [mention any relevant skills or qualities] through [mention any coursework, volunteer work, internships, or relevant experiences]. I am eager to bring my skills and enthusiasm to [Company's Name] and assist in [mention any specific goals or projects of the company].

I am particularly drawn to [specific aspect of the company or position that excites you], and I believe that my [mention relevant skills or attributes] will allow me to contribute positively to your team.

Thank you for considering my application. I would be thrilled to discuss how I can support your team in a personal interview. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]