

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Date]

[Employer Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Employer Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and [number] years of experience in [specific skills or expertise related to the job], I am confident in my ability to contribute to your team.

In my previous role at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility]. This experience has equipped me with [mention relevant skills or abilities] that I believe align with the goals of [Company Name].

I admire [something specific about the company or its values, mission, or projects] and am excited about the opportunity to bring my unique talents to your team. I am particularly drawn to [mention a specific aspect of the job or company that interests you] and am eager to contribute to [specific company project or goal].

I would love the chance to discuss how my background and your needs align. I am available for an interview at your convenience and can be reached at [your phone number] or [your email].

Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,

[Your Name]