

[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] at [Company's Name] as advertised on [where you found the job listing]. With a background in [your field/industry] and a passion for [related interest], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job]. This experience honed my [specific skills or qualities] and allowed me to [describe a relevant outcome or success].

I am particularly drawn to [Company's Name] because of [reason you admire the company or its mission], and I am excited about the opportunity to contribute to [specific project or aspect of the company].

I am eager to bring my expertise in [your skills] and my commitment to [related value such as teamwork, innovation, etc.] to your team. I look forward to the possibility of discussing how I can help [Company's Name] achieve its goals.

Thank you for considering my application. I hope to discuss my qualifications further in an interview.

Sincerely,
[Your Name]