

[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 name] as advertised [where you found the job listing]. With a background in [relevant experience or education], and my recent achievement of the Qualified 401(k) Administrator (QKA) designation, I am excited about the opportunity to contribute to your team.

In my previous role at [previous company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [mention related skills], and reinforced my ability to adapt and thrive in a fast-paced environment.

I am particularly drawn to [company's name] because of [something specific about the company or its culture]. I believe my experience in [related experience] aligns well with the needs of your team and will be an asset as you [mention any relevant goals or projects of the company]. Enclosed is my resume, which provides further details about my professional journey. I look forward to the opportunity to discuss how my skills and experiences can contribute to [company's name]. Thank you for considering my application.

Sincerely,
[Your Name]