

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name], as advertised [where you found the job listing]. With a background in [Your Field/Industry] and [number] years of experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [specific skills related to the job], making me a perfect fit for this position.

I am particularly drawn to [Company's Name] because [specific reason related to the company or its values]. I admire [mention any relevant projects or values of the company] and believe that my background in [Your Field/Industry] aligns well with your goals.

I am eager to bring my expertise in [specific skills or experiences] to [Company's Name] and help drive [specific goals or outcomes relevant to the company or position]. I would welcome the opportunity for an interview to discuss how my background, skills, and enthusiasms can contribute to the success of your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]