

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [Job Title] position at [Company's Name] as advertised [where you found the job posting]. With my background in [Your Field/Industry] and my skills in [specific skills relevant to the job], I am confident in my ability to contribute effectively 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 [specific skills or knowledge] that aligns with the requirements of the [Job Title] role at [Company's Name].

I am particularly drawn to this position at [Company's Name] because [mention what you admire about the company or role]. I am excited about the opportunity to [explain how you can contribute to the company or role].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]