

[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 listing]. With my background in [Your Field/Industry] and [relevant experience or skills], I am excited about the opportunity to contribute to your team.

[Paragraph describing your relevant experience, skills, and why you are a good fit for the position.]

I am eager to bring my expertise in [specific skills related to the job] to [Company's Name] and help achieve [specific goals or projects of the company]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]