

[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 [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With over [number] years of experience in [your field/industry], I have developed a strong skill set that aligns well with the requirements of this role.

In my previous position at [Your Previous Company], I [briefly describe your key responsibilities and achievements relevant to the job]. This experience honed my skills in [specific skills related to the job], which I believe will be beneficial to your team.

I am particularly drawn to this position at [Company's Name] because [mention specific reasons related to the company and the role that attracts you]. I admire [specific company values, projects, or culture] and see an opportunity to contribute positively to your team.

I am excited about the possibility of discussing how my background, skills, and enthusiasms can be aligned with the goals of [Company's Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]