

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, Province, Postal Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting] at [Company Name]. With my background in [your field/industry] and my passion for [related interest], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention relevant achievements or responsibilities]. This experience has equipped me with [specific skills or knowledge related to the job]. I am particularly drawn to this position at [Company Name] because [mention specific reasons related to the company or position].

I have attached my resume for your review, which provides further detail about my professional journey. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,  
[Your Name]