

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 advertised on [where you found the job listing] at [Company's Name]. With a background in [Your Field/Industry] and a passion for [specific interest related to the job], I believe I would be a valuable addition to your team.

I hold a [Your Degree] in [Your Major] from [Your University] and have [number] years of experience in [related experience]. During my time at [Previous Job/Company], I successfully [specific achievement or responsibility], which resulted in [positive outcome or contribution]. My expertise in [specific skills or areas] aligns well with the requirements of the [Job Title] role.

I am particularly impressed by [something notable about the company or its projects] and am eager to contribute to [specific goals or initiatives of the company]. My skills in [related skill] and [another related skill] would enable me to effectively support your team and help achieve [specific objectives].

I am excited about the opportunity to further discuss how my background and skills can contribute to the success of [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]