

[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 [specific skills or experiences relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a key achievement or responsibility related to the job]. This experience has equipped me with the necessary skills to excel in the [Job Title] position.

I am particularly drawn to [Company's Name] because [mention something noteworthy about the company or its culture that appeals to you]. I believe that my skills in [related skills] will allow me to make a positive impact.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]