

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company 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 [describe a relevant achievement or responsibility]. This experience honed my abilities in [specific skills or tasks relevant to the job], and I am eager to bring this expertise to [Company Name].

I am particularly drawn to this position because [specific reason related to the company or position]. I admire [Company Name] for [specific value, project, or goal of the company], and I believe my skills in [mention relevant skills] align well with your needs.

I look forward to the possibility of discussing my application in further detail. Thank you for your consideration.

Sincerely,  
[Your Name]