

[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 on [where you found the job listing]. With my background in [Your Field/Industry] and [number] years of experience in [specific skills or experiences related to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant accomplishment or responsibility that showcases your skills]. This experience honed my ability to [relevant skill or competency], which I believe would be beneficial to [Company's Name].

I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or position]. I admire [mention a particular aspect of the company], and I am excited about the opportunity to [what you hope to achieve or contribute in the new role].

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. I am eager to speak with you in more detail about how I can contribute to [Company's Name].

Sincerely,

[Your Name]
[Attachment: Resume]