

[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 listed on [where you found the job posting]. I believe my skills and experiences make me a strong candidate for this role.

[Paragraph 1: Introduce yourself and briefly outline your relevant experience and skills.]

[Paragraph 2: Highlight specific achievements and how they relate to the job description.]

[Paragraph 3: Explain why you are interested in the company and how you can contribute to their goals.]

I am excited about the opportunity to join [Company's Name] and contribute to [specific goal or project]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]

[Attachment: Resume]