

[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 on [Where You Found the Job Posting]. With my background in [Your Industry/Field] and [Number] years of experience in [Relevant Skills/Job Functions], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Specific Achievement or Responsibility Relevant to the Job]. This experience has honed my abilities in [Relevant Skill or Technology], which I believe aligns well with the requirements of the [Job Title] position at [Company's Name].

I am particularly drawn to this role because [Reason Why You Are Interested in the Company or Position]. I admire [Specific Company Initiative or Value], and I am eager to bring my expertise in [Your Area of Expertise] to [Company's Name].

I have attached my resume for your review, which provides further details about my career history and accomplishments. I am looking forward to the possibility of discussing how my skills and experiences can benefit your team. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]