

[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 listed at [Where You Found the Job Posting]. With a background in [Your Field/Industry] and a passion for [Related Interest or Skill], I believe I am well-suited for this role and can contribute to the success of [Company's Name].

In my previous role at [Your Previous Company], I successfully [Key Achievement or Responsibility Related to Job]. This experience honed my abilities in [Relevant Skill/Competency] and reinforced my commitment to [Industry/Field].

I am particularly drawn to this position at [Company's Name] due to [Specific Reason Related to Company or Position]. I admire [Company's Initiative/Value] and am eager to bring my skills in [Relevant Skills] to your team.

I have attached my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]