

[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 [where you found the job posting]. With my background in [Your Field/Industry] and specific experience in [relevant skills or experiences], I believe I am an excellent fit for this role. In my previous role at [Your Previous Company], I successfully [specific achievements or responsibilities that relate to the job]. This experience has equipped me with the skills necessary to [relevant skills related to the job you're applying for].

I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or its goals]. I admire [something notable about the company or its mission], and I am excited about the opportunity to contribute to your team with my [mention relevant skills or experiences].

I have attached my resume for your review, and I am looking forward to the opportunity to discuss how my skills and experiences can benefit [Company's Name]. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,

[Your Name]  
[Attachment: Resume]