

[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 on [where you found the job posting]. With a background in [Your Field/Industry] and [number] years of relevant experience, I am confident in my ability to contribute effectively to your team at [Company's Name]. In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with [mention specific skills or tools], which I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am excited about the opportunity to bring my expertise in [specific skill or experience] to your team and help [mention any specific company goals or projects relevant to you].

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]