

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

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 listing]. With my background in [Your Field/Industry] and my experiences in [relevant experience or skills], I believe I am a strong candidate for this role. In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills that apply to the new job] and allowed me to [explain how this will help in the new position].

I am particularly drawn to [Company's Name] because [mention what you admire about the company or its mission]. I am eager to bring my expertise in [specific area] to your team and help [mention how you can contribute to the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company's Name].

Sincerely,
[Your Name]