

[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 apply for the [Job Title] position at [Company's Name] as advertised [where you found the job posting]. I am excited about the opportunity to contribute to your team with my skills in [relevant skills or experiences].

With a background in [your field or relevant experience], I have developed [specific skills or achievements relevant to the job]. I am particularly drawn to [Company's Name] because [reason for your interest in the company or role].

I believe my experiences with [specific examples] make me a strong candidate for this position. I am eager to bring my knowledge of [relevant knowledge or tools] to [Company's Name].

I have attached my resume for your review and would welcome 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]