

[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 hope this message finds you well. I am writing to express my urgent interest in the [Job Title] position listed on [where you found the job posting] at [Company's Name]. With my background in [Your Field/Industry] and [specific skills or experiences relevant to the position], I am eager to contribute to your team.

Due to [reason for urgency, e.g., "a recent relocation" or "immediate availability"], I am particularly enthusiastic about the opportunity to join [Company's Name] at this time. I believe my [relevant skills/experience] aligns well with your needs and can make a positive impact on your team.

I have attached my resume for your review and would appreciate the opportunity to discuss my application further. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Attachment: Resume]