

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 as advertised on [where you found the job listing]. With my background in [your field/experience], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Most Recent Company], I [describe a relevant responsibility or achievement]. This experience has equipped me with [mention relevant skills or knowledge related to the job].

I am particularly drawn to this position because [reason you are interested in the job/company]. I admire [something specific about the company or its values], and I believe my skills in [specific skills related to the job] will be beneficial to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills align with the needs of your team.

Sincerely,  
[Your Name]