

[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 at [Company's Name] as advertised on [where you found the job listing]. I am particularly drawn to this role because [briefly explain why you're interested or relevant skills/experience].

With my background in [your field or relevant experience], I have developed strong skills in [mention key skills relevant to the job]. At my previous position with [Your Previous Company], I [describe an achievement or responsibility that relates to the job].

I understand the urgency of filling this position and am available to start immediately. I am excited about the opportunity to contribute to your team and would appreciate the chance to discuss how I can be an asset to [Company's Name].

Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,
[Your Name]