

[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]. With my background in [Your Field/Industry] and relevant experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to excel in the [Job Title] position at [Company's Name]. I am particularly drawn to this opportunity because [mention what excites you about the company or position].

I understand the urgency of filling this role and am available to discuss my application at your earliest convenience. Thank you for considering my application. I look forward to the opportunity to contribute to your team.

Sincerely,  
[Your Name]