

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Application for the post of [Job Title]

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 or Relevant Experience], I am confident in my ability to contribute effectively to your team at [Company's Name].

[Paragraph discussing your qualifications, experience, and why you are a good fit for the position.]

I am looking forward to the opportunity to discuss my application further. Thank you for considering my application. I am eager to bring my skills and enthusiasm to [Company's Name].

Sincerely,

[Your Name]