

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Employer's Name],

I am writing to apply for the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. I believe my skills and experiences align well with the requirements of this role.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which has equipped me with [specific skills or experiences]. I am particularly drawn to this position at [Company's Name] because [mention specific reasons related to the company or position that attract you].

I am eager to bring my expertise in [your key skill areas related to the job] to your team and help contribute to [company goals or values].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]