

[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 at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and a strong commitment to [Relevant Skills/Abilities], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Company], I [describe a relevant experience or accomplishment]. This experience strengthened my skills in [specific skills related to the job], and I am eager to bring these to [Company's Name].

I am particularly impressed by [something specific about the company or its projects], and I believe my [specific qualities or skills] align well with your team's objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how my experiences and vision align with the goals of [Company's Name].

Sincerely,  
[Your Name]