

[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 [where you found the job listing]. With my background in [Your Field/Industry] and relevant experience, I am confident in my ability to contribute effectively to your team.

[Paragraph 1: Introduce yourself and state the position you are applying for. Briefly mention your qualifications or experience that make you a good fit.]

[Paragraph 2: Describe your relevant skills and experience in more detail. Provide specific examples of your achievements or accomplishments that relate to the job.]

[Paragraph 3: Explain why you are interested in the position and the company. Mention any relevant values or goals that resonate with you.]

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

Sincerely,  
[Your Name]