

[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 a proven record of [specific skills or achievements], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant experience, achievement, or responsibility]. This experience honed my skills in [specific skills related to the job], which I believe align well with the requirements of the position at [Company's Name].

I am particularly drawn to this position because [reason why you want to work for the company or in the specific role]. I admire [something specific about the company or its values], and I am excited about the opportunity to [how you intend to contribute to the company].

I have attached my resume for your review and would welcome the chance to discuss how my experiences and skills can benefit [Company's Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]