

[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 [Job Board/Company Website]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident in my ability to contribute effectively to your team. In my previous role at [Your Last Company], I [Briefly Describe Your Achievements or Responsibilities]. I am particularly drawn to this opportunity at [Company's Name] because [Reason for Interest in the Company/Role].

I have attached my resume for your review. I look forward to the opportunity to discuss how my experience aligns with the needs of your team.

Thank you for considering my application.

Sincerely,

[Your Name]