

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 a background in [Your Field/Industry] and a passion for [specific area related to the job], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility related to the job], which resulted in [quantifiable outcome if possible]. This experience has equipped me with skills in [specific skills relevant to the job], and I am excited about the opportunity to bring my expertise to [Company's Name].

I am particularly drawn to this position because [mention what you find appealing about the company or job role]. I admire [something specific about the company or its mission] and am eager to contribute to [how you can help the company or its projects].

Enclosed is my resume that provides further insight into my qualifications. I am looking forward to the opportunity to discuss my application in more detail and explore how I can contribute to the success of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]