

[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 [where you found the job listing]. With my background in [Your Field/Industry] and [specific skills or experiences relevant to the job], I believe I would be a valuable addition to your team.

In my previous role as a [Your Previous Job Title] at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that aligns with the job description]. This experience honed my skills in [specific skills related to the new job], which I am eager to bring to [Company's Name].

I admire [Company's Name] for [something specific about the company that attracts you], and I am particularly drawn to this opportunity because [reason specific to the role/company]. I am enthusiastic about the possibility of contributing to your team and helping [mention any goals or values of the company].

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Warm regards,
[Your Name]