

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job posting]. With my background in [Your Field/Industry] and [specific skills or experiences relevant to the job], I believe I am a strong candidate for this role. In my previous position at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience has equipped me with a solid foundation in [relevant skills or knowledge]. I am particularly drawn to this position at [Company Name] because [reason why you are interested in the company or role].

I am impressed by [something notable about the company or its projects], and I am excited about the opportunity to contribute to [specific goals or projects of the company]. I am confident that my skills in [relevant skill] and my ability to [another relevant skill or quality] will enable me to [specific outcome or contribution you aim to achieve].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your convenience and can be reached at [Your Phone Number] or via email at [Your Email Address].

Sincerely,
[Your Name]