

[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 listed at [where you found the job]. With my background in [Your Field/Industry] and my skills in [Specific Skills Related to the Job], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility]. This experience has equipped me with [mention skills or knowledge relevant to the job].

I am particularly drawn to [Company's Name] because [mention why you are interested in the company or the role]. I believe my [mention your strengths or relevant experience] would be a great match for the team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,  
[Your Name]