

[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 on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and a proven track record of [Specific Skills or Accomplishments Related to Job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Company], I successfully [Describe a Relevant Achievement or Responsibility]. This experience has equipped me with the skills to [State How This Experience Relates to the Job You Are Applying For].

I am particularly impressed by [Something Specific About the Company or Team] and would be excited to bring my expertise in [Your Area of Expertise] to [Company's Name]. I am enthusiastic about the opportunity to collaborate with a talented team and contribute to [Specific Goal or Project Related to Job].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name] further.

Sincerely,  
[Your Name]