

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 [Position Title] position listed at [Where You Found the Job Posting]. With a background in [Your Field/Area of Expertise] and [number] years of experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to your team at [Company's Name].

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

I am particularly drawn to this position at [Company's Name] because [mention why you are interested in the company/position]. I admire [mention something specific about the company or its values] and believe that my skills in [mention relevant skills or experiences] would be a great fit.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am eager to contribute to your team and help achieve new milestones.

Sincerely,  
[Your Name]