

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

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 listing]. With my background in [Your Field/Industry] and specific experience in [Relevant Skills/Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe an achievement or responsibility that relates to the job you're applying for]. This experience developed my [mention relevant skills or insights], which I believe will be beneficial at [Company's Name].

I am particularly drawn to this position because [mention what excites you about the job or company]. I admire [Company's Name] for [specific reason related to the company's culture, mission, or projects], and I am eager to bring my skills in [relevant skills] to help achieve [the company's goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]