

[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 listing]. With my background in [your field/industry] and a strong passion for [relevant aspects of the job/industry], I believe I would be a valuable addition to your team at [Company's Name].

In my previous role at [Your Last Company], I successfully [mention a couple of relevant achievements or responsibilities]. This experience honed my skills in [specific skills related to the job] and provided me with a thorough understanding of [relevant industry knowledge].

I am particularly drawn to this position at [Company's Name] because [mention specific reasons related to the company or its projects/values]. I am eager to contribute to your team and help drive success through my [mention relevant skills or experiences].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at [your phone number] or [your email] to schedule a conversation.

Sincerely,

[Your Name]