

[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 [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a specific achievement or responsibility that relates to the new job]. This experience has equipped me with the skills to excel in the [Job Title] position, particularly in [mention any relevant skills related to the job].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that appeals to you]. I believe that my skills in [mention relevant skills] align well with the goals of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name]. Please find my resume attached for more details on my qualifications.

Sincerely,  
[Your Name]