

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at YHS, as advertised on [where you found the job posting]. With my background in [relevant experience or education], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the skills to [mention relevant skills or qualities related to the job].

I am particularly drawn to YHS because [mention something specific about the company or its mission]. I believe my [mention personal or professional attributes] align well with the values and goals of your organization.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]