

[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 listed at [Where You Found the Job Posting]. With [number] years of experience in [Your Industry/Field] and a background in [Relevant Skills or Experiences], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job]. This experience honed my skills in [relevant skill or area], making me a strong candidate for this position.

I am particularly drawn to [Company's Name] because [reason related to the company or its values]. I admire [specific aspect of the company or its mission] and am excited about the possibility of bringing my expertise in [specific area] to your team.

I look 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]