

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and skills in [relevant skills/experience], I am confident that I would be a valuable asset to your team.

[In the first paragraph, briefly explain your current situation, your qualifications, and why you are applying for this position.]

[In the second paragraph, provide specific examples of your experiences, achievements, or skills that directly relate to the job description.]

[In the third paragraph, express your enthusiasm for the role and the company, and explain how your goals align with the company's mission or values.]

Thank you for considering my application. I am looking 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 Address] to arrange a convenient time for an interview.

Sincerely,  
[Your Name]