

[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 at [Company's Name] as advertised on [Where You Found the Job Posting]. With a background in [Your Field/Industry] and a proven record of [Your Key Skill or Achievement], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [List Key Responsibilities or Achievements]. This experience honed my skills in [Relevant Skills] and prepared me to take on the challenges at [Company's Name].

I am particularly drawn to this position because [Explain Why You Are Interested in the Position or Company]. I believe my [Skill or Quality] aligns perfectly with the goals of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications and experiences align with the needs of [Company's Name].

Sincerely,
[Your Name]