

[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 [on the job board/website]. With my background in [Your Field/Industry] and skills in [Specific Skills/Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience has equipped me with [relevant skills or knowledge] that I believe will be valuable for [Company's Name].

I am particularly drawn to this position because [mention something specific about the company or its projects/values]. I am confident that my [specific skills or experiences] align well with the goals of your team.

I would love the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Company's Name]. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,  
[Your Name]