

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Experience] and a strong passion for [Relevant Industry/Field], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [Relevant Achievement or Responsibility]. This experience has equipped me with [Skills or Knowledge Relevant to the Job]. I am particularly drawn to this position at [Company's Name] because [Specific Reason Related to the Company or Role].

I am eager to bring my expertise in [Your Skill/Field] to your team. I believe my [Additional Skill or Experience] aligns well with the goals of [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]