

[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 at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and [specific skills or experiences related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills] and demonstrated my ability to [related success or competency].

I am particularly drawn to this position at [Company's Name] because [mention specific reasons related to the company or its projects/values]. I believe my expertise in [specific skill or area] aligns well with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of [Company's Name]. I am available at your earliest convenience for an interview.

Sincerely,
[Your Name]