

[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 [where you found the job listing]. With my background in [Your Field/Industry] and experience in [Specific Skill/Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Briefly describe a relevant accomplishment or responsibility]. This experience honed my skills in [Skill Related to Job], which I believe will be beneficial for [Company's Name].

I am particularly attracted to this position because [Explain why you are interested in the company/position]. I admire [Company's values/projects], and I am eager to bring my [Your Skills/Qualities] to your team.

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

Sincerely,
[Your Name]