

[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/Expertise] and experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [specific achievement or responsibility that relates to the job]. This experience has equipped me with [specific skills or qualities relevant to the position], making me a strong candidate for this role.

I am particularly drawn to [Company's Name] because [specific reason related to the company or its values]. I believe my skills and passion align well with your team, and I am eager to bring my expertise in [specific skills] to [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,
[Your Name]