

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[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 skills in [relevant skills], 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 relevant to the job]. This experience has equipped me with a strong foundation in [related skills or knowledge], which I believe will be beneficial to your team.

I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or role]. I admire [something notable about the company] and am eager to bring my [specific skills or attributes] to your organization.

Enclosed is my resume, which provides further details about my education and work experience. I am looking forward to the opportunity to discuss how my qualifications align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]