

[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 [position title] at [Company's Name] as advertised [where you found the job listing]. I believe my skills and experiences make me a strong candidate for this role.

[Paragraph 1: Introduce yourself and briefly explain your background and relevant experience.]

[Paragraph 2: Highlight specific skills or accomplishments that relate to the job description.]

[Paragraph 3: Explain why you are interested in this position and how you align with the company's values or mission.]

I am excited about the opportunity to contribute to [Company's Name] and am looking forward to discussing how my background, skills, and enthusiasms can be in line with the goals of your team.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]