

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Skill Area] and a passion for [Industry/Field], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company Name], I [describe a relevant experience or achievement that relates to the job]. This experience has equipped me with skills in [specific skills or areas of expertise] that I believe will be beneficial in the [Job Title] position. I am particularly drawn to this opportunity at [Company's Name] because [mention specific reasons related to the company or its projects/values]. I admire [Company's specific quality or achievement] and am eager to be a part of such an innovative team.

I am looking forward to the opportunity to discuss how my skills and experiences can contribute to the continuing success of [Company's Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]