

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 skills or experiences related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Employer], I successfully [describe a relevant achievement or responsibility]. This experience taught me the importance of [related skill or insight]. I am confident that my skills in [specific skills related to the job] align well with the needs of your team.

I am particularly drawn to this position at [Company's Name] due to [something specific about the company or its projects that interests you]. I believe my passion for [interest relevant to the role] and my commitment to [related value or goal] will make me a valuable addition to your organization.

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

Sincerely,  
[Your Name]