

[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 [specific job title] position at [Company's Name] as advertised [where you found the job posting]. With my background in [your field/industry] and experience in [specific skills or relevant experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility]. This experience has equipped me with the skills necessary to [relate skills to the job you're applying for]. I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or role that excites you].

I am eager to bring my [specific skills or qualities] to your team and help [relate to the company's goals or values]. Enclosed is my resume for your review. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]