

[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 listed at [where you found the job posting]. With my background in [your field/industry], I am excited about the opportunity to contribute to [Company's Name] and help achieve [specific goal or project related to the company].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to [mention how these skills relate to the new position].

I am particularly drawn to this role at [Company's Name] because [mention something specific about the company or team that attracts you]. I believe that my [specific skills or experience] will make me a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name].

Sincerely,  
[Your Name]