

[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 in [where you found the job listing]. With my background in [Your Field/Experience], I am confident in my ability to contribute effectively to your team.

In my previous position at [Your Last Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with [mention specific skills or tools relevant to the job].

I am particularly drawn to this role at [Company's Name] because of [specific reason related to the company or its mission]. I am excited about the opportunity to bring my expertise in [Your Skills/Knowledge] to your team and contribute to [Company's Goals or Projects].

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

Sincerely,
[Your Name]