

[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 at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am excited about the opportunity to contribute to your team. In my previous role at [Your Previous Company], I successfully [Achievement or Responsibility that relates to the job]. This experience honed my abilities in [Related Skill or Area], and I am eager to bring this expertise to [Company's Name]. I am particularly drawn to this position because [Reason specific to the company or role].

I am confident that my skills in [Another Relevant Skill] and my dedication to [Relevant Quality or Value] will be an asset to your team. I look forward to the possibility of discussing how I can contribute to the ongoing success at [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]