

[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 [Position Title] at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and my skills in [related skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention relevant achievement or responsibility], which resulted in [quantifiable outcome]. This experience honed my abilities in [specific skills or areas relevant to the job], aligning perfectly with the requirements of the position at [Company's Name].

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values/goals]. I admire [mention any specific projects or values of the company] and believe that my skills in [another related skill or area] would allow me to make a valuable contribution to your team.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of [Company's Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]