

[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 [mention a relevant experience, achievement or responsibility that aligns with the job description]. This experience has equipped me with the ability to [mention specific skills or competencies that are relevant to the job]. I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its projects that aligns with your interests or values]. I admire [specific aspect of the company], and I believe my skills in [another relevant skill] would be an asset to your team.

I am enthusiastic about the possibility of discussing this exciting opportunity with you. I am looking forward to the opportunity to share how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]