

[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 listed on [where you found the job posting] at [Company's Name]. With my background in [Your Field/Industry] and relevant experience in [specific skills or experiences related to the job], I am confident in my ability to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job description]. This experience honed my abilities in [specific skills related to the job], which I believe will be valuable at [Company's Name].

I am particularly impressed with [mention something specific about the company or its projects that you admire] and I am excited about the opportunity to bring my expertise in [Your Field/Industry] to your team. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a convenient time for an interview. Sincerely,  
[Your Name]