

[Your Name]  
[Your Address]  
[City, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [position title] at [Company's Name] as advertised [mention where you found the job listing]. With my background in [your field/industry] and a passion for [relevant skills or attributes], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company Name], I successfully [mention a relevant accomplishment or responsibility]. This experience has equipped me with [skills related to the job you are applying for], making me well-suited for this position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am eager to contribute my skills in [mention specific skills relevant to the job] to help [Company's Name] achieve its goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,  
[Your Name]