

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 listing]. With my background in [Your Field/Industry] and skills in [Relevant Skills/Experience], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I [describe a relevant responsibility, achievement, or experience that aligns with the job]. This experience honed my abilities in [related skills], which I am eager to bring to the team at [Company's Name].

I am particularly drawn to [mention something specific about the company or its values/goals that resonates with you], and I am excited about the opportunity to contribute to [specific project or objective related to the position or company].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]