

[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 listed at [Company Name] as advertised [where you found the job listing]. With a background in [Your Field/Industry] and [number] years of experience in [specific skills or roles], I believe I am an ideal candidate for this role.

In my previous position at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable outcome or impact]. This experience has equipped me with [mention skills or knowledge relevant to the job] that I am eager to bring to the [Job Title] position.

I am particularly drawn to this role at [Company Name] because [mention something specific about the company or position that excites you]. I admire [something about the company culture, mission, products, etc.], and I am eager to contribute to [specific goals or projects related to the company].

I have attached my resume for your review, and I would welcome the opportunity to discuss further how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing my application with you.

Sincerely,

[Your Name]

[Attachment: Resume]