

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. With a background in [your field/industry] and [number] years of experience in [specific skills or roles relevant to the job], I am excited about the opportunity to contribute to [Company's Name].

At [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to [how you can contribute to the new company].

I am particularly drawn to this position because [reason why you are interested in this specific role/company]. I believe my expertise in [specific skills] aligns well with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]