

[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 [Position Title] at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and experience in [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I [describe a relevant achievement or responsibility]. This experience honed my skills in [related skills] and deepened my understanding of [industry knowledge]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values], and I believe my background aligns well with your mission.

I am excited about the opportunity to bring my expertise in [specific skills] to your team and help [Company's Name] achieve its goals. I am looking forward to the possibility of discussing my application with you in more detail.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]