

[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 [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Expertise] and [number] years of experience in [relevant experience], I am confident in my ability to contribute effectively to your team.

During my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], and I believe that these skills will be an asset to [Company's Name].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I am excited about the opportunity to [describe what you hope to achieve or contribute].

Enclosed is my resume for your review. I look forward to the possibility of discussing how I can contribute to the success of your team. Thank you for considering my application.

Sincerely,  
[Your Name]