

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your 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 at [Company's Name], as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and a proven track record of [Your Relevant Experience/Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. This experience has equipped me with the necessary skills to [Describe How Your Skills Apply to the Job].

I am particularly drawn to this position at [Company's Name] because [Explain Why You Are Interested in the Company/Role]. I admire [Something Specific About the Company] and believe that my values align well with your mission.

Enclosed is my resume, which provides additional details about my professional journey. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application.

Sincerely,  
[Your Name]