

[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 at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and my passion for [relevant interest or skill], I believe I would be a strong fit for your team. In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [related skill], which I am excited to bring to [Company's Name].

I am particularly drawn to this position because [reason why you are interested in the job/company]. I admire [something specific about the company or its culture] and believe my skills in [another relevant skill] align well with your team's goals.

I look forward to the possibility of discussing how my experience and enthusiasm can contribute to the continued success of [Company's Name]. Thank you for considering my application. I hope to speak with you soon.
Sincerely,

[Your Name]