

[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/industry], I believe I am well-suited to contribute to your team and help achieve [specific goals or projects related to the position].

Throughout my career, I have gained [number] years of experience in [relevant skills or fields]. My previous role at [Your Previous Company] involved [briefly describe your responsibilities or accomplishments]. This experience honed my skills in [specific skills related to the job] and reinforced my ability to [mention relevant ability related to the job].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects that interests you]. I admire [any value or mission of the company] and I am eager to bring my expertise in [your skills] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company's Name]. I am excited about the possibility of contributing to your team and would welcome the chance for an interview at your earliest convenience.

Sincerely,
[Your Name]