

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 on [where you found the job posting]. With my background in [Your Field/Industry], along with my experience in [Relevant Skills or Experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience honed my skills in [relevant skills] and solidified my ability to [how it relates to the job you are applying for].

I am particularly drawn to this position at [Company's Name] because [reason why you are interested in this company/job]. I admire [specific quality or value of the company], and I believe my [specific skill/experience] aligns well with your team's goals.

I would welcome the chance to discuss how my experience and skills can contribute to the success of [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]