

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job listing]. With a background in [your field/industry] and a proven record of [specific achievements or skills relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific accomplishment or responsibility that highlights your qualifications]. This experience honed my skills in [relevant skills related to the job], and I am confident that I can bring that expertise to [Company Name].

I am particularly impressed by [something specific about the company or its projects/values], and I believe my background in [related experience] aligns well with your needs. I am eager to bring my skills in [mention specific skills] to help [Company Name] achieve its goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can benefit [Company Name]. I am hoping to schedule a conversation at your earliest convenience.

Sincerely,  
[Your Name]