

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and experience in [Relevant Experience or Skills], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility relevant to the job]. This experience honed my skills in [related skills], and I am eager to bring this expertise to [Company's Name].

I am particularly impressed by [something specific about the company or its projects], and I believe my passion for [related interest or field] aligns well with your company's goals.

I have attached my resume for your review and would welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,  
[Your Name]