

[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 listed at [where you found the job posting] on [date]. With my background in [Your Field/Experience], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I [describe relevant experiences and accomplishments]. This experience honed my skills in [specific skills related to the job], enabling me to [describe how you can contribute to the new company].

I am particularly drawn to this position at [Company's Name] because [specific reason related to the company/position]. I believe my skills in [mention relevant skills or experiences] will be an asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]