

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

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 a background in [Your Field/Industry] and 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 [mention a relevant achievement or responsibility], which resulted in [positive outcome]. I am confident that my skills in [specific skills related to the job] will make a beneficial impact at [Company's Name].

I am eager to bring my expertise in [specific skills or experiences related to the job] to your company, and I would welcome the opportunity to discuss how I can contribute to your team. Thank you for considering my application.

Sincerely,  
[Your Name]