

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 [where you found the job listing]. With my [relevant experience/skills], I am confident that I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe specific achievement or responsibility that relates to the job]. This experience has equipped me with the necessary skills to [explain how this prepares you for the new position].

I am particularly drawn to this opportunity at [Company's Name] because [mention what you admire about the company or how your values align]. I am eager to contribute to [specific project or value relevant to the company] and help your team achieve [specific goal or mission].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of [Company's Name].

Sincerely,
[Your Name]