

[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 background in [your field/industry] and proven skills in [specific skills relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Employer], I successfully [describe a relevant accomplishment or responsibility that aligns with the job you're applying for]. This experience enhanced my ability to [mention a related skill or area of expertise], which I understand is critical for the [Job Title] position.

I am particularly drawn to [Company's Name] because [mention something specific about the company that appeals to you or aligns with your career goals]. I believe my [skills or experiences] would be an excellent match for your team and contribute to [mention a goal or project related to the company].

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]