

[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 apply for the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and [briefly mention your relevant experience or qualifications], I am excited about the opportunity to contribute to your team.

[In this paragraph, elaborate on your experience, skills, and how they align with the job description. Provide specific examples of your achievements and what you can bring to the company.]

I am particularly drawn to [Company's Name] because [mention any specific reason related to the company or its values]. I believe my skills in [list relevant skills] will make a positive impact on your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and passions align with the goals of [Company's Name].

Sincerely,  
[Your Name]