

[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 posting]. With my background in [Your Field/Industry] and experience in [relevant skills or previous job experiences], I am confident in my ability to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention any relevant achievements or responsibilities]. This experience has equipped me with a strong foundation in [specific skills or knowledge relevant to the job].

I am particularly drawn to this position because [mention what attracts you to the company or the specific job]. I believe that my [mention your strengths or qualifications] will allow me to add value to your team.

I have attached my resume for your review. I look forward to the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]