

[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 express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. My background in [Your Field/Industry] and my skills in [relevant skills] make me a suitable candidate for this role.

In my previous position at [Previous Company Name], I successfully [briefly describe a relevant experience or achievement]. This experience has equipped me with [mention relevant skills or abilities related to the job].

I am particularly drawn to this role at [Company's Name] because [mention why you want to work for the company or how your values align with theirs]. I am eager to bring my expertise in [your field] to your team and contribute to [specific company goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Company's Name].

Sincerely,
[Your Name]