

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my skills in [Your Relevant Skills], I believe I am a strong candidate for this role.

In my previous role as [Your Previous Job Title] at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the necessary skills to contribute effectively to your team at [Company's Name].

I am particularly impressed by [something notable about the company or its projects] and would be excited to bring my expertise in [relevant skills or experiences] to your team.

I have attached my resume for your review and would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,

[Your Name]
[Attachment: Resume]