

[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 a background in [Your Field/Area of Expertise] and [Number of Years] years of experience in [Relevant Experience], I am excited about the opportunity to contribute to [Company's Name] as a part of your team.

In my previous role at [Your Last Company], I successfully [mention any relevant achievements or responsibilities that relate to the job]. This experience has equipped me with the skills necessary to [related skills that meet the job description].

I am particularly impressed by [something positive about the company or its mission], and I am eager to bring my expertise in [specific skills or experiences] to help your team achieve [specific goal or project].

Enclosed is my resume for your review. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Name]
[Attachment: Resume]