

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 listing]. With my background in [Your Field/Industry] and expertise in [Relevant Skills/Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that highlights your qualifications]. This experience has equipped me with [specific skills relevant to the job].

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its mission]. I am eager to bring my [skills/experiences] to your team and help [mention what you can contribute to the company].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]