

[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]. With my background in [Your Field/Industry] and experience in [specific skills or experiences related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with the necessary skills to excel in the [Job Title] position, including [list relevant skills or competencies].

I am particularly drawn to [Company's Name] because [mention specific reasons about the company or its projects that attract you]. I believe my skills in [mention skills] would make me a strong fit for your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]