

[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 at [Company's Name] as advertised [where you found the job listing]. With a background in [Your Industry/Field] and [number] years of experience in [specific skills or areas relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [briefly describe a relevant achievement or responsibility that relates to the job]. This experience has equipped me with the skills necessary to [mention skills related to the desired position].

I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or industry]. I admire [something about the company's values, mission, or projects] and believe that my background in [mention relevant experience or skill] would allow me to contribute effectively.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]