

[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 a background in [Your Field/Industry] and a strong commitment to [specific skills or values 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 experience or achievement that highlights your qualifications]. This experience honed my skills in [mention specific skills relevant to the job], which I believe align perfectly with the requirements of the [Job Title] position.

What excites me most about this opportunity at [Company's Name] is [mention something specific about the company or team]. I am particularly drawn to [specific project, value, or mission of the company], and I am eager to bring my expertise in [specific skills or experiences] to help achieve these goals.

I am confident that my [mention your key strengths or qualifications] makes me a strong candidate for this role. I am eager to bring my skills in [relevant skills] to your team and am excited about the possibility of contributing to [Company's Name] success.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]