

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and experience in [Relevant Experience or Skills], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [Specific Achievement or Responsibility]. This experience has equipped me with [Relevant Skills or Knowledge] that I believe will be beneficial for the [Job Title] position.

I am particularly drawn to this opportunity at [Company's Name] because [Reason Why You Want to Work There]. I admire [Company's Values, Initiatives, or Products], and I am eager to bring my expertise in [Your Skills] to help achieve its goals.

I have attached my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]