

[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 on [where you found the job posting]. With my background in [Your Field/Industry] and experience in [Relevant Experience/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 [mention a relevant achievement or responsibility that highlights your qualifications]. This experience has equipped me with [specific skills related to the job].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its values that appeals to you]. I believe that my skills in [relevant skills] align well with the objectives of your team.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]