

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

In my previous role at [Your Previous Employer's Name], I successfully [Describe a relevant achievement or responsibility]. This experience honed my skills in [Relevant Skills] and prepared me to tackle challenges in a dynamic work environment. I am particularly attracted to this position at [Company's Name] because [Reason related to the company or position].

I am eager to bring my expertise in [Your Expertise] to your team and am excited about the opportunity to further [Company's Goals/Values]. I have attached my resume for your consideration, and I would welcome the chance to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,
[Your Name]