

**Your Name**

Your Address Line 1  
Your Address Line 2  
City, State ZIP  
Email: your.email@example.com  
Phone: (123) 456-7890

Month Day, Year

**Employer Name**

Company Name  
Company Address Line 1  
Company Address Line 2  
City, State ZIP

Dear [Hiring Manager's Name or "Hiring Manager"],

I am writing to express my interest in the [Position Title] position at [Company Name], as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Area of Expertise] and my passion for [relevant skills or industry], I am confident in my ability to contribute effectively to your team.

My professional experience includes [briefly mention relevant experience, skills, or accomplishments]. I am especially drawn to [Company Name] because of [something specific about the company or its values]. I am eager to bring my [skills/qualifications] to your organization and contribute to its continued success.

Thank you for considering my application. I have attached my resume for your review and would welcome the opportunity to discuss how my background, skills, and enthusiasm can meet the needs of your team.

Sincerely,

**Your Name**