

Your Name

Your Address
City, State, Zip
Phone Number
Email Address

January 11, 2024

Employer's Name
Their Title
Company Name
Company Address
City, State, Zip

Dear Mr./Ms. Last Name,

I am writing to express my interest in the [Job Title] position listed on [Where You Found the Job Posting]. My experience in [Relevant Experience] and my skills in [Skill, Skill, Skill] make me a strong candidate for this role.

[Paragraph about your experience, achievements, and skills. Use specific examples and quantify your achievements if possible.]

I am enthusiastic about the opportunity to bring my unique talents to [Company Name]. I look forward to the possibility of discussing my application with you in more detail.

Sincerely,