[Your Name]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Post Code]

Dear [Employer's Name/Hiring Manager’s name],

I'm writing to apply for the [Job Title] position at [Company's Name] that I saw on [where you found the job posting]. I'm really excited about this opportunity and think I'd be a great fit for your team.

At [Your Previous Company or School], I [describe a key responsibility or achievement that relates to the job you're applying for]. This helped me learn [specific skills or knowledge], which I think would be useful for the [Job Title] role.

Here are some reasons why I believe I would be a great fit for this position:

* [Key Skill or Experience #1]
* [Key Skill or Experience #2]
* [Key Skill or Experience #3]

What excites me most about this position is [mention a specific aspect of the job or company that appeals to you]. I really like [Company's Name] because [mention a specific aspect of the job or company that appeals to you]. I'm especially interested in [specific value or project], and I'd love to bring my skills in [relevant area] to your team.

I would welcome the opportunity to further discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and am available at your earliest convenience for an interview.

Thanks again,

[Your Name]