

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to express my interest in the [specific position] at [Company Name] that was advertised on [where you found the job listing].

I am very enthusiastic about the opportunity to contribute to [Company Name] and would like to request an interview to discuss my qualifications in greater detail. My background in [your field or relevant experience] has provided me with a strong foundation in [specific skills or knowledge relevant to the position].

I am available for an interview at your convenience and would be happy to provide any additional information needed. Thank you for considering my request. I look forward to the possibility of speaking with you soon.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]