

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in [position/job title] at [company name] as advertised [where you found the job listing]. I am confident that my skills and experiences align well with the requirements of the position, and I am excited about the opportunity to contribute to your team.

[In this paragraph, briefly introduce your relevant experience and qualifications. Mention any key achievements or skills that make you a strong candidate for the position.]

I have attached my [resume/CV, and any other relevant documents] for your review. I am eager to discuss how my background, skills, and enthusiasms can contribute to the ongoing success of [company name].

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

Sincerely,

[Your Name]

[Attachment: Resume]