

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

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

Dear [Recipient's Name],

I am writing to express my interest in [position name] at [Company's Name] as advertised on [where you found the job listing]. With a background in [your field/industry] and a strong passion for [relevant interest or skill], I believe I am a perfect fit for this role.

In my previous position at [Your Previous Company], I successfully [specific achievement or responsibility related to the job], which honed my skills in [relevant skills]. This experience has equipped me with the necessary skills to [mention how your skills will benefit the company or position].

I admire [Company's Name] for [specific reason related to the company's values, mission, or projects], and I am excited about the opportunity to contribute to [specific initiative or goal]. I am particularly drawn to [mention any relevant projects or aspects of the company], and I believe my experience in [specific skills or experiences] will allow me to contribute effectively to your team.

I have attached my resume for your review, and I would welcome the opportunity to 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 speaking with you.

Sincerely,
[Your Name]