

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[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 the [Job Title] position listed at [Where You Found the Job Posting]. With my background in [Your Field/Area of Expertise] and [Number] years of experience, I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. I am particularly skilled in [Specific Skills Related to the Job], which I believe aligns well with the requirements of the position.

I am excited about the opportunity to contribute to [Company's Name] and am eager to bring my expertise in [Your Expertise] to your team. Thank you for considering my application.

Sincerely,
[Your Name]