

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and a strong skill set in [Relevant Skills], I am excited about the opportunity to contribute to your team.

[Paragraph 1: Briefly introduce yourself and summarize your experience and qualifications.]

[Paragraph 2: Explain why you are interested in the position and how your goals align with the company's mission or vision.]

[Paragraph 3: Highlight any relevant achievements or experiences that demonstrate your qualifications for the role.]

I am eager to bring my expertise in [specific skill or experience related to the job] to [Company's Name] and help [specific goal or project related to the company]. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]