

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] at [Company Name] as advertised [where you found the job listing]. With my skills and background in [Your Field/Industry], I am confident in my ability to contribute effectively to your team.

[Briefly explain your relevant experience, skills, and why you are interested in this position.]

I am excited about the opportunity to work with [Company Name] and contribute to [specific goals or projects]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]