

[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 [specific job title] position at [Company Name] as advertised on [where you found the job listing, e.g., company website, job board]. With my background in [your field/industry] and a strong passion for [relevant interests related to the job], I am eager to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], which I believe will be beneficial to [Company Name].

I am particularly drawn to this position because [mention what attracts you to the company or role]. I admire [specific aspect of the company or its mission], and I am excited about the opportunity to [mention what you hope to achieve in the role].

I would appreciate the opportunity to discuss how my experiences and skills align with the needs of your team. I am looking forward to the possibility of contributing to [Company Name] and am available for an interview at your convenience.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]