

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Company Name (BP)]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at BP as advertised on [where you found the job posting]. With my background in [Your Field/Industry] and my passion for [related interest or aspect of the energy sector], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility], which honed my skills in [related skills]. I am particularly drawn to this position at BP because [mention specific reasons related to BP's values, goals, or projects that resonate with you].

I am confident that my expertise in [mention relevant skills or experiences] would make a valuable addition to your team. I am eager to bring a strong work ethic and a commitment to excellence to BP.

Thank you for considering my application. I look forward to the possibility of discussing my application in further detail and am available for an interview at your earliest convenience.

Sincerely,  
[Your Name]