

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Company Name] as advertised on [where you found the job listing]. With a background in [your relevant experience or education], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement that relates to the job], which resulted in [quantifiable outcome or benefit]. My skills in [relevant skills or software] have equipped me to handle the responsibilities outlined in your job description effectively.

I am particularly drawn to this position because [reason related to the company or role that excites you]. I admire [something specific about the company], and I am eager to bring my expertise in [area of expertise] to help [Company Name] achieve its goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills align with the needs of your team.

Sincerely,
[Your Name]