

[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 [specific position] at [Company's Name], as advertised [where you found the job listing]. With my background in [your field/industry] and experience in [specific skills or experiences relevant to the position], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with [specific skills or knowledge] that I believe align well with the requirements of the [specific position].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects that resonates with you]. I am excited about the opportunity to [mention how you plan to contribute or what you hope to achieve in the role].

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail.

Sincerely,
[Your Name]