

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 or opportunity] at [Company Name] as advertised [source of the job listing]. With my background in [your field/industry], I am excited about the opportunity to contribute to your team.

I hold a [your degree or certification] from [your institution] and have [number] years of experience in [relevant experience]. My experience includes [mention specific skills or duties relevant to the position]. I am particularly drawn to [Company Name] because of [specific reason related to the company or its projects].

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills] and prepared me for the challenges of [position you are applying for].

I am enthusiastic about the possibility of bringing my unique talents to [Company Name]. I am confident that my skills and experience will be a valuable addition to your team. I look forward to the opportunity to discuss my application further.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]