

[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 my background in [your field/industry] and my experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

I have [number] years of experience in [related experience or role] at [previous company], where I [specific accomplishments or responsibilities that relate to the job]. My skills in [relevant skills] have allowed me to [achievements or projects relevant to the position], which I believe aligns well with the goals of [Company Name].

I am particularly drawn to this position because [mention any specific reasons related to the company or the role that motivates you]. I admire [something specific about the company or its values] and I am enthusiastic about the possibility of bringing my expertise in [specific skills/knowledge] to your team.

Enclosed is my resume for your review. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of [Company Name]. I look forward to the possibility of contributing to your team and am available for an interview at your earliest convenience. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]