

[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 [Job Title] position listed at [Company Name]. With a CCNA certification and [number] years of experience in networking, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully managed the installation and configuration of network devices, improved system efficiency by [specific achievement], and collaborated with cross-functional teams to ensure seamless network operations. My expertise in troubleshooting and maintaining network performance, along with my commitment to continuous learning, have equipped me to handle the dynamic demands of the networking field.

I am particularly impressed by [mention something noteworthy about the company or its projects], and I am eager to bring my skills in network security, routing, and switching to [Company Name]. I am confident that my technical abilities, combined with my strong problem-solving skills, make me a valuable addition to your team.

I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,  
[Your Name]