

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

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and a proven track record of [Relevant Experience or Achievement], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Describe a Relevant Accomplishment or Responsibility]. This experience honed my skills in [Relevant Skills or Knowledge], which I believe will be beneficial for [Company Name]. I am particularly drawn to this position because of [Something Specific About the Company or Role].

I am eager to bring my expertise in [Your Area of Expertise] to [Company Name] and collaborate with your team to [How You Plan to Contribute or Achieve Goals]. I am confident that my ability to [Relevant Skills or Traits] will help drive success in this role.

Thank you for considering my application. I look forward to the possibility of discussing how my qualifications align with the needs of your team. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]