

[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 [Job Title] position listed at [Company Name]. With my background in [Your Field/Industry] and experience in [Specific Skills or Experience Relevant to the Job], I am confident in my ability to contribute effectively to your team.

Throughout my career, I have demonstrated [mention any achievements or relevant experiences], which aligns with the requirements of this role. I am particularly drawn to [Company Name] because [specific reason related to the company, its values, or its projects].

I have attached my resume for your review and would appreciate the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am eager to discuss my potential role in further detail.

Sincerely,  
[Your Name]