

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [source of the job listing]. With a background in [your field/industry] and extensive experience in [specific skills or expertise relevant to the position], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the skills to [mention skills related to the new job].

I am particularly impressed by [mention something specific about the company/values/projects] and would love the opportunity to bring my [specific skills/qualities] to [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail.

Sincerely,
[Your Name]