

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [specific position] at [Company's Name] as advertised [where you found the job listing]. With my background in [your field/industry] and a proven record of [specific achievements or experiences relevant to the job], I am excited about the opportunity to contribute to your team.

During my tenure at [Your Previous Company/Organization], I successfully [mention relevant experience or accomplishment]. This experience honed my skills in [key skills], and I am eager to bring this expertise to [Company's Name].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I believe my [mention relevant skills or experiences] align well with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing my application with you further.

Sincerely,
[Your Name]