

[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 at [Company Name] as advertised [where you found the job posting]. With my background in [Your Background/Field] and skills in [Your Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe your relevant experience or achievement]. This experience has equipped me with [specific skills or knowledge related to the job], which aligns well with the requirements of the [Job Title] position.

I am particularly drawn to [Company Name] because [reason specific to the company or its values, projects, etc.]. I believe my [mention any unique qualities or experiences] makes me a great fit for your team.

I would greatly appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I look forward to the possibility of an interview.

Sincerely,
[Your Name]