

[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 [Job Title] position listed at [where you found the job posting]. With my background in [Your Field/Industry] and relevant experience in [specific experience related to the job], I believe I am a strong candidate for this role.

[In this paragraph, briefly describe your qualifications, relevant skills, and why you are interested in this position and company.]

I have attached my resume for your review. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]