

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [Position Name] at [Company/Organization Name] as advertised on [where you found the job posting]. With my background in [your field/industry] and [number] years of experience in [specific skills or roles related to the position], I am excited about the opportunity to contribute to your team.

Throughout my career, I have developed strong [skill or experience relevant to the position] and have achieved [specific accomplishments or projects]. I am particularly drawn to this role at [Company/Organization Name] because [mention what excites you about the company or role].

My expertise in [specific skills or technologies] has equipped me to [explain how your skills apply to the role]. I am confident that my abilities will allow me to make a positive impact at

[Company/Organization Name].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,

[Your Name]