

[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 name] at [Company's Name] as advertised [where you found the job listing]. With my background in [your field or area of expertise] and my passion for [related interests], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience equipped me with the skills needed to excel in [specific skills related to the job]. I am particularly drawn to [Company's Name] because [specific reason related to the company or its values]. I admire [mention any specific projects or values of the company], and I am eager to bring my expertise in [relevant skills or experiences] to your team.

I have attached my resume for your review and would welcome the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and am excited about the prospect of joining your team.
Sincerely,
[Your Name]