

[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 listing]. With my background in [relevant field/experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which helped improve [specific result or outcome]. My skills in [specific skills related to the job] align well with the requirements of the position, and I am eager to bring my expertise to [Company Name].

I am particularly drawn to this role because [mention why you are interested in the position/company]. I believe my commitment to [mention a value or goal that aligns with the company] makes me a great fit for your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company Name].

Sincerely,

[Your Name]