

[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 Title] position listed at [Where You Found the Job Posting]. With [number] years of experience in [Your Industry/Field], I am confident in my ability to contribute effectively to your team at [Company/Organization Name].

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that relates to the job you're applying for]. This experience has equipped me with a unique skill set that aligns perfectly with the requirements of the [Position Title] role.

I am particularly drawn to this position at [Company/Organization Name] because [mention why you are interested in the company or team]. I admire [specific elements about the company, its mission, culture, or values] and I am eager to bring my expertise in [Your Skills/Professional Area] to contribute to [specific goal or project of the company].

I am excited about the opportunity to discuss how my background, skills, and enthusiasms can benefit your team. I look forward to the possibility of an interview to further elaborate on my qualifications. Thank you for considering my application.

Sincerely,  
[Your Name]