

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your 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 [Position Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Field/Expertise] and [number] years of experience in [relevant experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility relevant to the job], which resulted in [quantifiable outcome]. My skills in [specific skills related to the job] have equipped me to effectively [related task or responsibility], making me a strong candidate for this position.

I am particularly drawn to [Company Name] because [reason specific to the company or its values], and I am eager to bring my expertise in [your skills/experience relevant to the company] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name].

Sincerely,  
[Your Name]