

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

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

Dear [Recipient Name/ Hiring Manager],

I am writing to express my interest in the [specific position title] at [Company/Organization Name] as advertised [mention where you found the job listing]. With my background in [your area of expertise or relevant experience], I believe I would be a great fit for your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility]. This experience honed my skills in [mention relevant skills or tools related to the job], which I am eager to bring to [Company/Organization Name].

I am particularly drawn to [mention something specific about the company or its mission that resonates with you], and I am excited about the opportunity to contribute to [specific goals or projects of the company]. Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please find my resume attached for more details.

Sincerely,

[Your Name]
[Attachment: Resume]