

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

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position title] at [Company/Organization Name] as advertised [where you found the job listing]. With my background in [your field/area of expertise] and a strong passion for [related interest], I am excited about the opportunity to contribute to your team.

[In the first paragraph, briefly introduce yourself and state the position you are applying for. Include how you learned about the job opportunity.]

In my previous role at [Your Previous Company Name], I successfully [mention any relevant experience, achievements, or skills that relate to the position]. This experience honed my abilities in [specific skills or technologies relevant to the job], and I am particularly proud of [mention a specific accomplishment].

[Use the next paragraph(s) to elaborate on your qualifications, experiences, and how they align with the company's goals or values. Include specific examples to illustrate your impact.]

I am drawn to [Company/Organization Name] because of [mention something specific about the company - its culture, mission, projects, etc.]. I am eager to bring my skills in [mention relevant skills] to your team and help [mention any specific goals or projects of the company].

Thank you for considering my application. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team. I am available at your earliest convenience for an interview and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]