

[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] at [Company/Organization Name] as advertised [where you found the job posting]. With my background in [your field/industry] and my experience in [relevant experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], which I believe will be valuable in the [specific position] role.

Moreover, I am particularly drawn to [Company/Organization Name] because [reason specific to the company or its mission]. I admire [something notable about the company], and I believe my values align with your commitment to [specific value or mission].

Enclosed is my resume, which provides further details about my experience and accomplishments. I am looking forward to the opportunity to discuss how I can contribute to your team. Thank you for considering my application.

Sincerely,  
[Your Name]