

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job listing]. With a background in [your field/industry] and [number] years of experience in [specific skills/areas related to the job], I am confident in my ability to contribute effectively to your team and help achieve [Company Name]'s goals.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that aligns with the new position]. This experience honed my skills in [relevant skills] and allowed me to [describe the impact of your achievement on the company or team].

I am particularly drawn to this opportunity at [Company Name] because [reason you are interested in the company or position]. I admire [something notable about the company, its mission, or its projects] and believe my skills in [specific skills] align well with your needs.

I am excited about the possibility of contributing to [Company Name] and am eager to bring my expertise in [specific skills or experiences] to your team. I would appreciate the opportunity to discuss my application and how I can support the goals of your HR department.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,  
[Your Name]