

Your Name

Address Line 1

Address Line 2

City, State, ZIP Code

Email: your.email@example.com | Phone: (123) 456-7890

Recipient's Name

Company's Name

Company's Address Line 1

Company's Address Line 2

City, State, ZIP Code

Dear [Recipient's Name],

I am writing to express my interest in [Job Title] position listed on [Where you found the job posting]. With my background in [Your Field/Expertise] and a passion for [Industry/Job-related Interest], I believe I would be a great fit for your team.

[Paragraph highlighting your achievements, skills, and experiences related to the position and what you can bring to the company.]

[Another paragraph discussing your professional background and how it aligns with the company's goals or values.]

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

Your Name

Enclosures: Resume