

Your Name

Your Address | Your City, State Zip

Your Email | Your Phone Number

Date

Recipient's Name

Company's Name

Company's Address

City, State Zip

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Experience], I believe I am a strong candidate for this role.

[Insert body of the letter - discuss your qualifications, experience, and why you are a good fit for the position.]

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

**Sincerely,
Your Name**