

# Your Name

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Area of Expertise] and experience in [Relevant Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [Describe a relevant achievement or responsibility]. This experience honed my skills in [Relevant Skills] and provided me with a solid foundation in [Relevant Knowledge].

I am particularly drawn to this opportunity at [Company's Name] because [Describe why you are interested in the company or position]. I admire [Something]

Specific About the Company], and I am excited about the potential to [How You Can Contribute/Make an Impact].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am eager to bring my expertise to your team.

Sincerely,

[Your Name]

Enclosure: Resume