

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job listing].

[Paragraph explaining your qualifications and experience relevant to the position.]

[Paragraph detailing why you are interested in the company and what you can bring to the role.]

Thank you for considering my application. I look forward to the opportunity to discuss my potential contributions to your team.

Sincerely,

Your Name