

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position advertised on [where you found the job posting] at [Company's Name]. With a [degree/qualification] in [Your Major] from [Your Institution] and [number] years of experience in [relevant field or job role], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or experience that relates to the job you're applying for]. This experience allowed me to develop [specific skills or knowledge that is applicable to the new job].

I am particularly drawn to this position at [Company's Name] because [mention why you are interested in the company or position, relating it to your career goals or values]. I am confident that my skills in [specific skills related to the job] will enable me to make a valuable contribution to your team.

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]. Please find my resume attached for more details on my professional journey.

Sincerely,

[Your Name]

[Attachment: Resume]