

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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] at [Company's Name] as advertised [provide source, e.g., on your website, job board]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I believe I am an ideal candidate for this role. In my previous position at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with [specific skills or knowledge related to the job you are applying for].

I am particularly drawn to [Company's Name] because [specific reason related to the company's values, mission, or projects]. I am excited about the opportunity to contribute to [specific project or goal of the company] and bring my expertise in [your skills/qualifications relevant to the job].

Enclosed is my resume, which provides additional details about my experience and accomplishments. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[Enclosure: Resume]