

[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 [specific position or opportunity] at [Company's Name] as advertised [where you found the job listing]. With my background in [your field or relevant experience], I believe I would be a valuable addition to your team.

[Paragraph 1: Introduce yourself and explain your interest in the position/company. Include any relevant qualifications or experiences.]

[Paragraph 2: Elaborate on your skills and experiences that directly relate to the job. Mention specific achievements or projects that demonstrate your abilities.]

[Paragraph 3: Express your enthusiasm for the position and the company. Mention how you align with the company's values or goals.]

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]