

[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 on [where you found the job listing]. With my background in [Your Field/Expertise] and proven experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant responsibility or achievement]. This experience enhanced my skills in [related skills], which I believe align perfectly with the needs of your team.

I am particularly drawn to [Company's Name] because [reason related to the company or its projects/values]. I am eager to bring my expertise in [specific skills or experiences] to help [Company's Name or the team] achieve [specific goals or objectives related to the position].

Thank you for considering my application. I look forward to the opportunity to discuss further how I can contribute to your team. Please find my resume attached for your review.

Sincerely,  
[Your Name]