

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Expertise] and relevant experience, I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with [mention relevant skills or tools], which I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values]. I am excited about the opportunity to [explain how you intend to contribute to the company].

I have attached my resume for your consideration. I welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]