

[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 hope this letter finds you well. I am writing to express my interest in the [Job Title] position that I recently came across. I believe my skills and experiences make me a strong candidate for this role.

[Briefly introduce yourself and mention any relevant experience or qualifications.]

I am particularly excited about the opportunity at [Company's Name] because [mention something specific about the company or role that appeals to you].

I would love the chance to discuss my application further. Thank you for considering my application.

Best regards,

[Your Name]

[Attachment: Resume]