

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position listed at [Company Name]. With my background in [Your Relevant Experience or Skills], I believe I am an excellent fit for your team.

Throughout my career, I have developed strong skills in [Specific Skills Relevant to the Job], which I believe align well with the requirements of this position. My experience at [Previous Company/Job Title] has equipped me with a unique understanding of [Relevant Experience or Achievement].

I am particularly impressed by [Something Notable about the Company or Its Projects/Values] and am eager to contribute to your team's success. I am excited about the opportunity to bring my [Specific Skills/Experience] to [Company Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills align with the needs of your team.

Sincerely,  
[Your Name]