

[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 at [Company's Name] as advertised on [where you found the job listing]. With a background in [your field/industry] and a strong commitment to [relevant skills or values], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility]. This experience honed my skills in [related skills or tools], which I understand are important for the position at [Company's Name].

I am particularly impressed by [mention something notable about the company, such as its values, projects, or achievements], and I am eager to contribute to [specific goals/needs of the company].

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

Sincerely,
[Your Name]