

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Company/Organization Name] as advertised [where you found the job posting]. With a strong background in [your field/industry] and proven skills in [relevant skills related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that aligns with the job]. This experience has equipped me with [mention specific skills or knowledge relevant to the position], and I am eager to apply this expertise to benefit [Company/Organization Name].

I am particularly drawn to [Company/Organization Name] because of [mention something specific about the company that resonates with you]. I believe my skills in [related skill] and [another skill] would complement your team and help achieve [specific company goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name]. Please find my resume attached for further details on my professional background.

Sincerely,

[Your Name]

[Attachment: Resume]