

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [position name] at [Company Name] as advertised [where you found the job listing]. With my background in [your field/area of expertise] and proven skills in [specific skills relevant to the position], I am confident in my ability to contribute effectively to your team.

[Insert a paragraph that summarizes your experience and why you are a good fit for the position.]

[Insert a paragraph detailing an achievement or project that showcases your skills related to the job.]

I am excited about the opportunity to bring my unique expertise to [Company Name] and help [mention any goals or missions of the company]. Thank you for considering my application. I look forward to the possibility of discussing my application with you.

Sincerely,
[Your Name]