

[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 Title] at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and skills in [Relevant Skills], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my ability to [related skills or qualities], which I believe aligns perfectly with the requirements of the [Position Title].

I am particularly drawn to [Company Name] because [mention what you appreciate about the company or its mission]. I am excited about the possibility of contributing to [specific project or value of the company] with my expertise in [specific knowledge or skill].

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. I hope to bring my expertise in [your field] to [Company Name].

Sincerely,
[Your Name]