

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and [specific experience/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 [specific achievement or responsibility relevant to the new job]. This experience has equipped me with [skills or knowledge related to the new position], which I believe will be valuable at [Company Name].

I am particularly drawn to this position because [reason specific to the company or role that excites you]. I appreciate [something notable about the company or its projects], and I am eager to bring my expertise in [related skills or experiences] to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the continued success of [Company Name]. Please feel free to contact me at [your phone number] or [your email address] to schedule a conversation.

Sincerely,
[Your Name]