

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

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position listed at [where you found the job posting]. With my experience in [relevant experience or skills related to the job], I am confident in my ability to contribute to [Company Name].

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with [mention any skills or qualifications that make you a strong candidate].

I am particularly drawn to [Company Name] because [mention something specific about the company or its values that resonates with you]. I believe my skills in [specific skills] will align well with your team and help achieve [specific goals or projects related to the job].

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]