

[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],

****Subject: Application for [Position Title]****

I am writing to express my interest in the [Position Title] at [Company Name], as advertised on [where you found the job posting]. With my skills in [relevant skills] and experience in [relevant experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company/Organization], I [describe a relevant achievement or responsibility]. This experience honed my abilities in [specific skills or competencies relevant to the position]. I am particularly drawn to this position because [explain why you are interested in the role and the company]. I believe my background in [area of expertise] will allow me to make a positive impact at [Company Name]. I have attached my resume for your review. I would love the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name].

Sincerely,
[Your Name]