

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

[Recipient's Name]  
[Recipient's Position]  
[Applicant's Company Name]  
[Applicant's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the [Job Title] position at [Company Name], as advertised on [where you found the job listing]. With my experience in [relevant field or skill], I believe I am a strong candidate for this role.

In my previous position at [Previous Company Name], I successfully [specific achievement or responsibility that relates to the job]. This experience honed my skills in [specific skills or knowledge relevant to the new job].

I am particularly impressed by [something specific about the company or its projects] and am excited about the opportunity to contribute to your team.

Attached to this letter are my resume and [any other required documents].

I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,

[Your Name]  
[Your Position]