

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With a background in [Your Field/Industry] and extensive experience in [Relevant Skills/Responsibilities], I believe I am a strong candidate for this role.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility that aligns with the job], which resulted in [positive outcome]. This experience honed my skills in [specific relevant skills] and prepared me to contribute effectively to your team at [Company's Name].

I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or role]. I admire [something specific about the company, such as values, projects, culture], and I am eager to bring my expertise in [Your Skill/Experience] to help [Company's Name] achieve [Company's goal or mission].

I have attached my resume for your review, and I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]