

[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 hope this letter finds you well. My name is [Your Name], and I am writing to express my interest in the [specific position] at [Company Name] as advertised on [where you found the job listing]. With a background in [your field/industry], and a passion for [relevant interests related to the job], I am excited about the opportunity to contribute to your team.

I graduated from [Your University] with a degree in [Your Degree] and have gained valuable experience through [briefly highlight relevant experience or internships]. During my time at [Previous Company/Organization], I successfully [mention a key accomplishment or responsibility that relates to the job], which has equipped me with [specific skills] relevant to the [specific position].

[In this paragraph, you can explain how your skills align perfectly with the job requirements, and provide specific examples of your accomplishments. Tailor this to the job description.]

I am particularly drawn to [Company Name] because [mention something specific about the company or its values that resonates with you]. I admire your commitment to [specific company initiatives or achievements], and I am eager to bring my expertise in [relevant skills or experiences] to your team.

I have attached my resume for your review, and I am looking forward to the opportunity to further discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I hope to speak with you soon.

Warm regards,

[Your Name]

[LinkedIn Profile or Personal Website, if applicable]