

[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 am writing to express my interest in the [Job Title] position listed on [where you found the job listing] at [Company Name]. With a background in [Your Field/Industry] and [number] years of experience in [specific skills or areas relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility related to the new job]. This experience taught me the importance of [relevant value or lesson learned], which I believe aligns well with the goals of [Company Name].

I am particularly drawn to this position because [specific reason related to the company or role]. I admire [something notable about the company or its culture], and I am eager to bring my [specific skills or competencies] to your team.

Please find my resume attached for more details on my professional background. I am looking forward to the possibility of discussing how my experience and skills can benefit [Company Name]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]