

[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 at [Company Name] as advertised on [Where You Found the Job Posting]. With a background in [Your Field/Industry] and experience in [Specific Skills/Experiences Relevant to the Job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Describe a Key Achievement or Responsibility], which resulted in [What Impact It Had on the Company or Project]. My skills in [Relevant Skills] align well with the requirements of the [Job Title] role, and I am eager to bring my expertise in [Another Relevant Skill or Experience].

I am particularly drawn to [Company Name] because [Reason You Want to Work for the Company], and I admire [Company's Value/Initiative/Project Related to Your Field]. I am confident that my ability to [Key Strengths Related to the Job] will make a meaningful contribution to your team.

Enclosed is my resume for your review. I am looking forward to the opportunity to discuss my application in more detail and explore how I can contribute to [Company Name]. Thank you for considering my application.

Sincerely,  
[Your Name]