

[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 [specific position] at [Company's Name] as advertised on [where you found the job listing]. With my background in [your field/industry] and experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company Name], I successfully [specific achievement or responsibility], which resulted in [quantifiable outcome or success]. This experience honed my abilities in [related skills], and I am eager to bring this expertise to [Company's Name].

I am particularly drawn to this position because [specific reason related to the company or role], and I believe that my skills in [related skills] make me a strong candidate.

I would appreciate the opportunity to discuss my application further and how I can contribute to your team. Thank you for considering my application. I look forward to the possibility of speaking with you.

Sincerely,
[Your Name]