

**\*\*[Your Name]\*\***

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**\*\*[Recipient's Name]\*\***

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at [Company Name] as advertised [where you found the job posting]. With [number] years of experience in [relevant field/industry], I believe I have the necessary skills and qualifications to contribute effectively to your team.

In my previous role at [Previous Company Name], I [describe a relevant achievement or responsibility that aligns with the job]. This experience taught me [mention a specific skill or lesson learned], which I am eager to bring to [Company Name].

I am particularly drawn to this position because [describe what attracts you to the company or role]. I admire [mention any relevant company values or culture], and I am excited about the opportunity to [describe how you can contribute or what you hope to achieve].

Thank you for considering my application. I look forward to the possibility of discussing my application further. Please feel free to contact me at [your phone number] or [your email address] to arrange a convenient time for us to speak.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Enclosure: Resume]