

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my strong interest in the [Position Name] at [Company/Organization Name] as advertised [where you found the job posting]. With my background in [Your Field/Discipline] and a passion for [related interest or aspect of the job/field], I am excited about the opportunity to contribute to your team.

In my previous role as [Your Last Position] at [Your Last Company], I [describe relevant experience or achievement that aligns with the position]. This experience honed my skills in [mention specific skills related to job or the position] and reinforced my commitment to [relevant professional goal or value].

I am particularly drawn to [Company/Organization Name] because [explain what you admire about the company, its culture, or its mission]. I believe that my [mention any unique skills or experiences] would be an asset to your team, particularly in [specific area relevant to job]. I am eager to bring my expertise in [mention key skills or technologies], and I am particularly excited about [mention any specific projects, values, or goals of the company]. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I hope to discuss my application in more detail in an interview.

Sincerely,
[Your Name]