

[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 [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With a strong background in [your field/industry] and proven skills in [specific skills related 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 relevant achievement or responsibility]. This experience has equipped me with the skills necessary to [how it relates to the job you're applying for].

I am particularly drawn to this position at [Company's Name] because [reason you are interested in the company or position]. I believe my background in [your field] and my passion for [related interest] align well with the goals of your team.

Enclosed is my resume for your review. I hope to discuss how my skills and interests can contribute to the success of [Company's Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]
[Attachment: Resume]