

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position title] at [Company Name] as advertised [where you found the job posting]. With my background in [your field/area of expertise], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or experience]. This experience honed my skills in [relevant skills], which I believe will be beneficial for [Company Name] in achieving [specific goal or project].

I am particularly impressed by [mention something notable about the company or its projects], and I am eager to bring my expertise in [your area of expertise] to your team. I am confident that my [mention strengths or skills] will allow me to make a positive impact on your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company Name].

Sincerely,
[Your Name]