

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

[Recipient's Name]
[Recipient's Position]
[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 on [where you found the job posting]. With a background in [your field/industry] and experience in [specific skills or technologies relevant 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], which resulted in [quantifiable outcome if possible]. I am particularly drawn to this position because [mention what excites you about the job or the company]. I believe my skills in [skill 1], [skill 2], and [skill 3] align with the requirements outlined in the job description. I am eager to bring my expertise in [specific area or technology] to [Company Name] and support your team's goals.

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

Sincerely,
[Your Name]