

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

Dear [Recipient Name],

I am writing to express my interest in the [position title] at [company name] as advertised on [where you found the job listing]. With my background in [your field/experience] and expertise in [specific skills related to the job], I am confident that I can contribute to your team effectively.

In my previous role at [your previous company], I [briefly describe your key responsibilities or accomplishments relevant to the job you're applying for]. This experience has equipped me with [mention relevant skills or knowledge]. I am particularly drawn to this position at [company name] because [reason specific to the company or role].

I am excited about the opportunity to bring my unique talents to [company name] and am looking forward to the possibility of discussing my application with you. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]