

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

Dear [Recipient's Name],

I am writing to express my interest in the [position name] at [Company/Organization Name], as advertised [where you found the job posting]. With a background in [your field/industry] and extensive experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe an accomplishment or responsibility that relates to the new position]. This experience honed my abilities in [related skills], which are essential for the [position name] role at [Company/Organization Name]. I am particularly drawn to this position because [mention something specific about the company or role that attracted you]. I believe my skills in [specific skill or experience] will help your team achieve [specific goal related to the job].

Enclosed is my resume, which provides further details about my qualifications. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name].

Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]