

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific position name] at [Company Name] as advertised on [where you found the job posting]. With a background in [your area of expertise] and a passion for [related interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the skills required to [mention skills related to the job].

I am particularly drawn to [Company Name] because of [mention something specific about the company or its projects] and I believe my experience with [specific skill or experience relevant to the job] would allow me to make a valuable contribution.

I have attached my resume for your review and would welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name].

Sincerely,  
[Your Name]