

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and proven skills in [specific skills related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility]. This experience honed my abilities in [relevant skills/technologies], which I believe would be valuable in this position.

I am particularly drawn to [Company Name] because [mention something specific about the company or its projects that appeals to you]. I am eager to bring my expertise in [your skills or knowledge relevant to the company] to help drive [Company's goals or mission].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. I am looking forward to your response.

Sincerely,
[Your Name]