

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

[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Company Name] as advertised on [where you found the job listing]. With my background in [your field or relevant experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with [mention skills or qualities] that align with the requirements of the [specific position].

I am particularly drawn to [Company Name] because of [specific reason related to the company or its mission]. I believe that my skills in [skill #1] and [skill #2] would be beneficial to [specific project or aspect of the company].

I am eager to bring my expertise to [Company Name] and collaborate with a team that values [shared value or vision]. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]