

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

Dear [Recipient's Name],

I am writing to express my interest in the [position title] at [Company/Organization Name] as advertised [where you found the job listing]. With my background in [your field/industry] and experience in [specific skills or accomplishments related to the position], 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 that illustrates your skills]. My [specific skill or trait] has enabled me to [explain how it benefited your previous employer or project].

I believe my expertise in [a relevant field or specific skill] aligns well with the goals of [Company/Organization Name], particularly [mention any specific project or value of the company]. I am eager to bring my skills in [a specific skill] and [another specific skill] to [contribute to a particular project, goal, or company value].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name]. Please feel free to contact me at [your phone number] or [your email address] to schedule a conversation.

Sincerely,  
[Your Name]