

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 [Job Board/Company Website]. With a background in [Your Field/Area], I have developed skills in [mention relevant skills or experiences related to the role].

I am particularly drawn to this role because [mention a specific reason related to the company or position]. I believe my experience in [specific experience] will allow me to contribute effectively to your team.

I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]