

[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 the [specific position] at [Company Name]. With my background in [your industry/field], I am enthusiastic about the opportunity to contribute to your team and support the innovative work being done at [Company Name].

Throughout my career, I have developed skills in [specific skills or experiences relevant to the position]. For instance, during my time at [Previous Company/Role], I successfully [describe a relevant achievement or responsibility]. This experience honed my ability to [mention a relevant skill that ties into the job description].

I am particularly drawn to [Company Name] because of [specific reason related to the company's mission, values, or projects]. I admire [specific project or impact of the company], and I believe my expertise in [your strengths related to the job] aligns well with the goals of your team.

I am excited about the possibility of joining [Company Name] and contributing to [specific goals or projects relevant to the position].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,  
[Your Name]