

[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 [specific position] at [Company Name] as advertised [where you found the job posting]. With my background in [your field or area of expertise] and a strong commitment to [related skills or values], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that relates to the job], which resulted in [impact or outcome]. My experience in [specific skills or tools relevant to the job] has equipped me with the ability to [explain how your skills align with the job responsibilities].

I am particularly drawn to this position at [Company Name] because [reason specific to the company or its values]. I admire [something notable about the company or its culture], and I am eager to contribute [how you plan to contribute or align with the company's goals].

I welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]