

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

Dear [Recipient's Name],

I am writing to formally apply for the [Job Title] position as advertised on [where you found the job listing]. With a background in [Your Field or Industry] and [number] years of experience in [relevant experience or field], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Employer], I successfully [mention a relevant achievement or responsibility that aligns with the job]. This experience honed my skills in [relevant skills] and reinforced my commitment to [a relevant value or goal of the industry].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that attracts you]. I admire [mention any notable projects, values, or achievements of the company] and am eager to bring my expertise in [specific skill or area] to your team.

I have attached my resume for your consideration. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]