

[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 apply for the [specific position] at [Company Name] as advertised [where you found the job listing]. With my background in [your field/experience], I am excited about the opportunity to contribute to your team.

I have [briefly summarize your relevant experience and skills]. I believe that my passion for [specific aspect of the company or industry] aligns well with the goals of [Company Name].

Enclosed is my resume for your consideration. I look forward to the possibility of discussing this exciting opportunity with you. Thank you for your time and consideration.

Sincerely,  
[Your Name]