

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

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and a passion for [Relevant Topic or Skill], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I [describe a relevant task or responsibility], which resulted in [mention an achievement or positive outcome]. I have developed strong skills in [list relevant skills], and I am confident that these will be beneficial in the [Position Title] role. I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its projects/goals that resonates with you]. I believe that my experience in [specific relevant experience] aligns well with the goals of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can contribute to the success of [Company's Name].

Sincerely,
[Your Name]