

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

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] at [Company Name] as advertised on [Where You Found the Job Listing]. With my background in [Your Field/Industry] and a proven track record of [Key Skill/Experience Related to the Job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. I am particularly drawn to this position because [Explain Why You Are Interested in This Job/Company].

I am eager to bring my expertise in [Your Skills/Experience Related to the Job] to [Company Name] and help [Mention a Goal or Initiative of the Company]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]