

[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 express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Relevant Experience/Field] and skills in [mention specific skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility that relates to the job]. This experience has equipped me with [mention relevant skills or experiences that make you a good fit]. I am particularly drawn to this position because [explain why you are interested in the job and/or company].

I am eager to bring my expertise in [your area of expertise] to [Company's Name] and help [mention any goals or values of the company you appreciate]. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]