

[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 listed at [Company Name]. With my background in [Your Field/Industry] and experience in [Relevant Experience], I believe I am a strong candidate for this role.

I am particularly drawn to this position because [Reason for Interest in the Job/Company]. My skills in [Specific Skills Related to the Job] make me a perfect fit for your team.

I have attached my resume for your consideration. I am looking forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,  
[Your Name]