

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

Dear [Recipient Name],

I am writing to express my interest in the [MJ Position Title] at [Company Name]. With my background in [relevant experience/skill], I am confident in my ability to contribute effectively to your team.

I have [mention specific achievements or experiences relevant to the position]. I am particularly drawn to [Company Name] because [brief reason related to the company or its values].

I welcome the opportunity to discuss how my skills align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]