

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company 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 my skills in [Relevant Skills or Experiences], I am confident in my ability to contribute effectively to your team.

I have [Number] years of experience in [specific area or role], where I have successfully [mention achievements or responsibilities]. My expertise in [specific skills or tools] aligns well with the requirements outlined in the job description.

I am particularly drawn to [Company Name] because [reason related to company values, projects, or culture]. I am eager to bring my experience in [relevant skill or project] to [specific goal or project at company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,

[Your Name]

[Attachment: Resume]