

[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 at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and my passion for [Relevant Skills/Experiences], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my abilities in [related skills relevant to the job] and helped me develop a strong understanding of [relevant industry concepts].

I am particularly excited about the opportunity at [Company Name] because [mention something specific about the company or its projects that attracts you]. I am eager to contribute my skills in [specific skills or experiences relevant to the job] to help [Company Name] achieve its goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my experiences align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,

[Your Name]

[Attachment: Resume]