

[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 [position title] at [Company's Name] as advertised on [where you found the job posting]. I believe that my skills and experiences align well with the requirements of this position and would make a valuable addition to your team.

[Paragraph 1: Introduce yourself and your background. Mention relevant experience and skills.]

[Paragraph 2: Describe why you are interested in the position and the company. Highlight any specific values or missions of the company that resonate with you.]

[Paragraph 3: Briefly outline your qualifications, achievements, and how they relate to the job. Use specific examples to demonstrate your capabilities.]

[Paragraph 4: Conclude with a polite call to action, indicating your enthusiasm for the position and expressing your desire for an interview.]

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]