

[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 Listing]. With a background in [Your Field/Industry] and experience in [Relevant Experience], I am confident in my ability to contribute effectively to your team.

[Paragraph 1: Introduce yourself and your professional background. Mention specific skills or experiences related to the job.]

[Paragraph 2: Highlight your achievements and how they align with the company's goals. Provide examples of your work that demonstrate your expertise.]

[Paragraph 3: Explain why you are interested in the position and the company. Mention any specific projects or values of the company that draw you in.]

I am excited about the opportunity to bring my unique skills to [Company's Name] and am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,  
[Your Name]