

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip]

Dear [Recipient 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 [specific skills or experiences related to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I [briefly describe a relevant experience or achievement]. I am particularly drawn to [Company Name] because [mention what you appreciate about the company or its values].

I have attached my resume for your review. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]