

[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 [Job Title] position at [Company's Name] as advertised on [where you found the job posting]. With my background in [Your Field/Expertise] and my experience in [briefly mention relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a specific achievement or responsibility that relates to the job]. This experience honed my skills in [relevant skills], making me a strong candidate for this position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects/products that appeals to you]. I admire [mention any relevant company values, culture, or initiatives] and I am eager to bring my expertise in [mention relevant skills] to your team.

I have attached my resume for your consideration and would appreciate the opportunity to discuss how I can contribute to [Company's Name]. Thank you for considering my application. I look forward to the possibility of speaking with you.

Sincerely,

[Your Name]

[Attachment: Resume]