

[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 formally express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and skills in [relevant skills], I am excited about the opportunity to contribute to your team.

I have enclosed my resume for your review, which highlights my experience in [specific achievements or responsibilities related to the job]. I am particularly drawn to this position because [specific reason related to the company or role].

I would appreciate the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to

[Company's Name].

Sincerely,

[Your Name]