

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

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Company Name] that I came across on [where you found the job listing]. I believe that my unique skills and experiences make me an excellent candidate for this role.

In my previous position at [Previous Company Name], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the ability to [mention specific skills or knowledge related to the odd position].

I am particularly drawn to this role because [explain why the position interests you or aligns with your career goals]. I am confident that my background in [mention relevant field or skill set] will contribute to the success of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company Name].

Sincerely,  
[Your Name]