

[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 [where you found the job posting]. With a background in [Your Field/Industry] and experience in [specific skills or experience relevant to the job], I am excited about the opportunity to contribute to your team.

[Paragraph detailing your relevant experience and skills. Be specific about achievements and how they relate to the job.]

I am particularly drawn to this position because [reason specific to the company or role], and I believe that my abilities in [specific skills or experience] would be a great match for your needs.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please feel free to contact me at your earliest convenience to arrange an interview.

Yours sincerely,

[Your Name]