

[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 hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [your field/industry] and [specific skills or experiences relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience honed my abilities in [mention skills or technologies relevant to the new job]. I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects that interests you].

I am eager to bring my expertise in [mention specific skills relevant to the job] and work collaboratively with your team to achieve [mention any specific goals or values of the company]. I am confident that my proactive approach and strong commitment to [mention relevant values or practices] would be a great fit for your organization.

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's Name]. I have attached my resume for your review and would be happy to provide any additional information you may need.

Warm regards,

[Your Name]