

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] at [Company Name] as advertised [where you found the job posting]. With my background in [Your Field/Area of Expertise] and [Number] years of experience in [Relevant Experience/Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience honed my skills in [specific skills related to the position], and I am eager to bring this expertise to [Company Name].

I am particularly drawn to this position because [reason you are interested in the company/role], and I believe that my [mention any specific skills or experiences that align with the company's goals] would allow me to make a valuable contribution to your team.

I have attached my resume for your review and would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]