

[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 [Job Title] position listed at [Company Name] as advertised on [Job Posting Source]. With my background in [Your Field/Industry] and a strong commitment to [specific skill or value related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility], which resulted in [quantifiable outcome or benefit]. This experience honed my skills in [related skills], and I am eager to bring this expertise to [Company Name].

I am particularly drawn to this position because [specific reason related to the company or role]. I admire [mention any specific aspect of the company or its mission that resonates with you] and believe that my [skill/experience] aligns well with your team's goals.

I would love the opportunity to further discuss how my background, skills, and enthusiasms can contribute to the success of [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]