

[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 listed on [where you found the job posting]. With my background in [relevant field/experience], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Previous Company], I successfully [describe relevant experience or achievement]. This experience has equipped me with [mention relevant skills or knowledge that relate to the job].

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or team that attracts you]. I believe my skills in [specific skills] and [other relevant skills] would make me a great fit for this role.

I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,  
[Your Name]