

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position name] at [Company/Organization Name] as advertised [where you found the job listing]. With my background in [your field/area of expertise] and my passion for [relevant interest related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company Name], I [describe relevant experience or achievements that relate to the job]. This experience honed my skills in [mention specific skills or tools] and deepened my understanding of [relevant industry or subject].

I am particularly drawn to this position at [Company/Organization Name] because [explain why you are interested in the company and how you relate to its mission or values]. I believe my skills in [mention relevant skills] would allow me to make a significant contribution to [specific project or goal that interests you].

Enclosed is my resume, which provides further detail about my professional journey. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application.

Sincerely,  
[Your Name]