

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [Position Title] at [Company Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry], and experience in [Relevant Experience or Skills], I am confident in my ability to contribute effectively to your team.

I hold a [Your Degree] in [Your Major] from [Your University] and have [Number] years of experience in [Relevant Experience]. At [Your Previous Company], I [Describe a relevant achievement, responsibility, or project]. This experience honed my skills in [Specific Skills or Technologies Relevant to Job] and deepened my understanding of [Industry/Field].

I am particularly drawn to this position at [Company Name] because [Reason for your interest in the company or position]. I admire [Specific aspects of the company or its projects], and I believe my background in [Your Area of Expertise] aligns well with your team's goals.

I am excited about the opportunity to bring my unique strengths to [Company Name] and contribute to [Specific Goals or Projects of the Company]. I am looking forward to further discussing how I can be an asset to your team.

Thank you for considering my application. I hope to discuss my application further in an interview.

Sincerely,
[Your Name]