

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]

RJ Smith

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear RJ Smith,

I am writing to express my interest in [specific position] at [Company Name], as advertised on [where you found the job posting]. With my background in [relevant field or skill], combined with my passion for [related interest or value], 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]. This experience honed my skills in [related skills], which I believe align closely with the requirements of the [specific position] at [Company Name].

I am particularly drawn to [Company Name] because of [specific reason related to the company or its values/mission]. I admire [specific aspect of the company or project], and I am eager to bring my expertise in [your skills or experience related to the position] to help achieve [specific goal or project related to the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,  
[Your Name]