

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]  
[Supervisor's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to express my interest in the [specific position title] at [Company's Name], as advertised on [where you found the job posting]. With my background in [your field/industry] and experience in [mention relevant experience or skills], I believe I would make a valuable addition to your team.

I am particularly drawn to this role because [reason why you're interested in the position/company]. I am eager to bring my skills in [specific skills related to the position] to [Company's Name] and help contribute to [specific goal or project related to the position].

I would appreciate the opportunity to discuss how my background and skills align with the needs of your team. Please let me know a convenient time for you, and I will do my best to accommodate.

Thank you for considering my inquiry. I look forward to the possibility of contributing to the success of [Company's Name].

Sincerely,  
[Your Name]