

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

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

Dear [Recipient Name],

I am writing to apply for the [Position Title] at [Company Name], as advertised on [Where You Found the Job Listing]. With my background in [Your Field/Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Briefly describe a relevant achievement or responsibility]. My skills in [Specific Skills Related to the Position] make me a great match for this role.

I am particularly drawn to [Company Name] because [Briefly explain why you are interested in the company/position]. I believe my expertise in [Your Area of Expertise] aligns well with your goals.

I look forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,
[Your Name]