

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

VJ Smith

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

Dear Mr. Smith,

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. With a background in [Your Field/Industry] and [Number] years of experience, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention any relevant achievements or responsibilities that relate to the job you are applying for]. I am particularly drawn to this position at [Company Name] because [briefly explain why you are interested in the company or position].

I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]