

[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 express my interest in the [Job Title or Position] at [Company Name] as advertised on [where you found the job listing]. With my background in [your field/area of expertise] and a strong commitment to [specific skills or attributes relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job]. This experience has equipped me with the skills necessary to excel in [specific job function or responsibility]. I am particularly drawn to this position at [Company Name] because [a reason you are interested in the company or role].

I am eager to bring my expertise in [specific skills or experiences] to [Company Name] and am confident that my contributions would support your goals in [mention specific goals or projects of the company]. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I hope to discuss my application further in an interview. Please feel free to contact me at your convenience.

Sincerely,
[Your Name]