

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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] position at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and proven skills in [list relevant skills or experiences], 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 has equipped me with the skills necessary to [explain how it relates to the job you are applying for].

I am particularly drawn to this position at [Company Name] because [explain why you are interested in the company or position]. I believe my [mention specific skills or experiences] align well with the needs of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and enthusiasms will be in line with the goals of [Company Name]. I am available for an interview at your earliest convenience.

Sincerely,
[Your Name]