

[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 WFSB as advertised on [where you found the job listing]. With my background in [Your Field/Expertise] and my passion for [related interest or industry], I believe I would be a valuable addition 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 [mention how those skills relate to the job you are applying for].

I am particularly drawn to this position because of [mention something specific about WFSB or the role]. I admire [mention a value or objective of the company] and am excited about the opportunity to contribute to [specific project or goal mentioned in the job listing].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of WFSB. I am eager to bring my expertise in [Your Field/Skill] to your esteemed team.

Sincerely,

[Your Name]

[Attachment: Resume]