

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. With my background in [Your Field/Experience] and my enthusiasm for [Company's Industry or Mission], I am eager to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility relevant to the new job]. This experience has equipped me with [specific skills or attributes], which I believe will be valuable in the [Job Title] position at [Company's Name].

I am particularly drawn to this role at [Company's Name] because [specific reason related to the company or position]. I admire [Company's specific quality or achievement], and I am excited about the opportunity to [what you hope to achieve in this new role].

I have attached my resume for your review. I would appreciate the opportunity to discuss how my qualifications align with the needs of your team. Thank you for considering my application. I look forward to hearing from you.

Sincerely,  
[Your Name]