

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 at [Company's Name], as advertised on [where you found the job listing].

With [number] years of experience in [your field/industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility]. This experience honed my skills in [relevant skills], and I am particularly proud of [specific project or accomplishment]. Additionally, my role required me to [another relevant responsibility], which further enhanced my ability to [related skill or trait].

I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or role]. I believe my background in [your field/industry] will allow me to make a substantial contribution to your team and help [Company's Name] achieve [specific goal or vision]. I am excited about the possibility of bringing my unique expertise to [Company's Name], and I look forward to discussing how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]