

[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 that was advertised on [where you found the job listing]. With my background in [Your Field/Industry] and experience in [relevant skills or expertise], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility]. This experience honed my skills in [relevant skills related to the job you are applying for] and further fueled my passion for [industry/field related to the job].

I am particularly drawn to [Company's Name] because [mention what you admire about the company or why you want to work there]. I am eager to contribute to your team and help drive [specific goals or projects related to the company].

Enclosed is my resume, which provides additional details about my education and experience. I look forward to the opportunity to discuss how I can contribute to [Company's Name] in more detail.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]