

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in the [specific position] at [Company's Name] as advertised on [where you found the job listing]. With my background in [your field or expertise] and [specific skills or experiences related to the job], I believe I would be a valuable addition to your team.

I have [number] years of experience in [your profession/industry], where I have developed my skills in [relevant skills or experiences]. My accomplishments include [briefly mention a relevant achievement or project that demonstrates your qualifications].

I am particularly drawn to [Company's Name] because [specific reason related to the company or its values/projects]. I am excited about the opportunity to contribute to [mention any specific goals or projects of the company].

I have attached my resume for your review. I would be grateful for the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am looking forward to the possibility of an interview and can be reached at [your phone number] or [your email] at your convenience.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]