

[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 [Position Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Relevant Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I [describe a relevant achievement or responsibility]. This experience has equipped me with [specific skills relevant to the job].

I am particularly drawn to this position because [explain why you are interested in this specific role or company]. I admire [something specific about the company or its projects] and believe my skills in [mention relevant skills] align well with your needs.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can benefit [Company's Name].

Sincerely,  
[Your Name]