

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Company Name] as advertised on [where you found the job listing]. With my [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 [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skill or area relevant to the job] and enabled me to [another relevant achievement or responsibility].

I am particularly drawn to this position at [Company Name] because [mention what you admire about the company or how your values align with theirs]. I believe that my background in [relevant skills or experience] makes me a great fit for your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the ongoing success of [Company Name].

Sincerely,
[Your Name]