

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific role] position at [Company Name] as advertised [where you found the job posting]. With [number] years of experience in [relevant field/industry], I am confident in my ability to contribute effectively to your team.

Throughout my career, I have developed a strong skill set that aligns well with the requirements of this role. In my previous position as [Your Last Job Title] at [Your Last Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with [mention relevant skills or tools].

Additionally, I have a proven track record of [additional relevant experience or accomplishment], which I believe would be beneficial for [Company Name], especially in [specific aspect of the role or company]. I am adept at [mention relevant skills or technologies related to Excel], and I have consistently demonstrated my ability to [describe a relevant soft skill or work ethic].

I am particularly drawn to this opportunity at [Company Name] because [explain why you are interested in the company or role]. I admire [mention something about the company or its goals], and I see a strong alignment with my professional values and aspirations.

I am excited about the possibility of discussing how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]