

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 [specific position] at [Company's Name] as advertised [where you found the job listing]. With my background in [your field or area of expertise], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience has equipped me with [specific skills or knowledge relevant to the new position], which I believe will serve me well in this role.

I am particularly drawn to [Company's Name] because [reason why you admire the company or align with its values/mission]. I am eager to bring my expertise in [specific skills or experiences related to the job] to help [Company's Name] achieve its goals.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,
[Your Name]