

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

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

Dear [Recipient's Name],

I am writing to formally apply for the position of [Job Title] at [Company Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my skills in [Relevant Skills/Technologies], I am excited about the opportunity to contribute to your team.

I have [Number] years of experience in [Your Area of Expertise], which has equipped me with a thorough understanding of [Relevant Knowledge/Techniques Related to the Position]. My previous role at [Your Previous Company] involved [Briefly Describe Relevant Responsibilities/Achievements], which I believe has prepared me well for this position.

I am particularly drawn to [Company Name] because of [Specific Reason Related to the Company or Its Mission], and I am eager to bring my expertise in [Specific Skills] to [Benefit/Contribution You Can Make to the Company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]