

[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 [Job Title] position listed at [Company Name]. With a background in [Your Field/Industry] and [Number] years of experience in [Specific Skills/Experience], I am confident in my ability to contribute effectively to your team.

[Paragraph discussing your relevant experience, skills, and achievements relevant to the job.]

I am particularly drawn to [Company Name] because [reason related to the company or its values]. I believe that my skills in [specific skills] align with the goals of your team.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Company Name]. Thank you for considering my application. I look forward to the possibility of speaking with you.

Sincerely,

[Your Name]

[Attachment: Resume]