

[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 [Position Title] at [Company Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Area of Expertise] and a strong passion for [Relevant Interest/Area], 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], which resulted in [describe positive outcome]. This experience honed my skills in [specific skills related to the job] and reinforced my commitment to [something relevant to the job or company].

I am particularly drawn to this position because [reason why you are interested in the role/company]. I admire [mention a specific aspect of the company] and believe that my expertise in [specific skill or experience] will help further your mission of [company mission or goal]. I am excited about the prospect of bringing my unique talents to [Company Name] and contributing to your team. I look forward to the opportunity to discuss how my experiences align with the needs of your company. Thank you for considering my application.

Sincerely,
[Your Name]