

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title or Position] at [Company Name] as advertised [where you found the job listing]. With my background in [your field/area of expertise] and my passion for [specific interest related to the position], I am excited about the opportunity to contribute to your team.

I hold a [your degree] in [your major] from [your university] and have [number] years of experience in [your relevant experience]. During my time at [previous employer/or specific project], I successfully [specific achievement or responsibility], which resulted in [measurable outcome]. I am confident that my skills in [relevant skills] will help me excel in this role.

I would also like to highlight that I have strong recommendations from [Name of Recommender 1] of [Their Position] and [Name of Recommender 2] of [Their Position]. [Brief summary of the recommendation or what makes them a valuable reference, e.g., "They can speak to my ability to manage projects efficiently and lead teams effectively."]

I am particularly drawn to [Company Name] because [specific reason related to the company or its values/mission]. I am eager to bring my expertise in [specific area] to your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]