

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [your field/industry] and my skills in [relevant skills], I am confident in my ability to contribute effectively to your team.

In my previous position at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience honed my [specific skill or quality relevant to the job], which I believe will be an asset at [Company Name].

I am particularly impressed by [mention something specific about the company or its projects], and I am excited about the opportunity to bring my expertise in [your area of expertise] to your organization. I am eager to collaborate with your team to help [mention a goal or project related to the company].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of [Company Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,
[Your Name]