

[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 at [Company's Name] as advertised on [where you found the job posting]. With my background in [your field/industry] and my passion for [specific aspect related to the job/industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility], which resulted in [explain the outcome or impact]. This experience allowed me to develop [mention specific skills or knowledge], making me well-prepared to tackle the challenges at [Company's Name].

I am particularly drawn to this position because [mention something specific about the company or role that appeals to you]. I am impressed by [information about the company, its values, or its projects] and I believe my skills in [mention relevant skills] align well with your goals for the team.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the team at [Company's Name]. Thank you for considering my application. I hope to bring my [mention a unique skill or quality] to your esteemed company.

Sincerely,  
[Your Name]