

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at [Company Name] as advertised [where you found the job listing]. With a background in [your relevant experience or education], I am excited about the opportunity to contribute to [specific goals or projects related to the company/position].

In my previous role at [Your Previous Company], I [specific achievement or responsibility that relates to the job you're applying for]. This experience has equipped me with [specific skills or knowledge] that align closely with the requirements of the [specific position title].

I am particularly drawn to [Company Name] because [reason related to the company or its values/mission]. I believe my skills in [specific skills] would be an asset to your team, especially in [how you can contribute to the company's goals or projects].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and interests align with the needs of your team. I am happy to provide any further information or references upon request.

Sincerely,
[Your Name]