

[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 listed at [Where You Found the Job Posting] for [Company's Name]. With [Number] years of experience in [Your Industry/Field] and a strong background in [Relevant Skills or Technologies], I believe I am a strong candidate for this role.

In my previous role at [Your Previous Company], I successfully [Describe a Relevant Achievement or Responsibility]. This experience has equipped me with [Mention Key Skills or Knowledge Related to the Job].

I am particularly drawn to this position at [Company's Name] because [Explain Why You Want to Work for This Company Specific to the Role]. I admire [Mention Any Specific Aspect of the Company or Team], and I am eager to contribute my skills in [Specific Contribution] to help achieve [Company Goal or Objective].

I have attached my resume for your consideration. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,
[Your Name]