

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] at [Company Name] as advertised [in/on] [where you found the job listing]. With my background in [Your Field/Industry] and experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant experience, achievement, or responsibility that aligns with the job]. This experience has equipped me with [specific skills or knowledge relevant to the job].

I am particularly attracted to this position because [reason about the company or role that excites you]. I believe that my skills in [specific skill] and [another skill] would be a perfect match for [Company Name]'s goals.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of your team. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]