

[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 [specific position title] at LJ Recruitment, as advertised on [where you found the job listing]. With my background in [your field/industry], combined with my skills in [specific skills relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention relevant experience or achievement related to the position]. This experience has provided me with a solid foundation in [related skills or knowledge], which I believe will be beneficial in the [specific position].

I am particularly drawn to this position at LJ Recruitment because [mention something specific about the company or role that excites you]. I am impressed by [something notable about the company or its mission], and I am eager to bring my expertise in [relevant skills or experience] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of LJ Recruitment. I hope to speak with you soon regarding this exciting opportunity.

Warm regards,  
[Your Name]