

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Company Name], as advertised on [where you found the job listing]. With my background in [your field/industry] and my experience in [specific skills or relevant experiences], I believe I would be a valuable addition to your team.

I graduated from [Your University] with a degree in [Your Degree] and have over [number] years of experience in [relevant experience]. In my previous role at [Previous Company Name], I [describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to contribute effectively to [Company Name].

I am particularly drawn to this role because [mention something specific about the company or position that attracts you]. I am excited about the opportunity to [explain how you can contribute or what you hope to achieve].

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]