

[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 propose my application for the [Job Title] position at [Company Name] as advertised [where you found the job posting]. With my [relevant experience/skills], I am excited about the opportunity to contribute to your team and help drive [specific goals of the company/department].

In my previous role at [Your Previous Company], I successfully [mention key achievements or responsibilities relevant to the job]. This experience has equipped me with [specific skills or knowledge] that I believe will be directly beneficial to [Company Name].

I am particularly drawn to [Company Name] because of [specific reason related to the company or its projects]. I am eager to bring my expertise in [specific skills related to the job] to your team and help [mention how you can contribute to the company's goals].

Enclosed is my resume for your review. I would welcome the opportunity to discuss my application further and explore how I can contribute to the success of [Company Name]. Thank you for considering my proposal.

Sincerely,  
[Your Name]