

[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 [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Describe a relevant achievement or responsibility]. This experience has equipped me with the necessary skills to [Explain how this experience relates to the job you are applying for].

I am particularly drawn to the opportunity at [Company Name] because [Explain why you are interested in this company/position]. I admire [Something specific about the company or team], and I am eager to bring my expertise in [Your Area of Expertise] to [Company/Team Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]