

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in [specific position or opportunity] at [Company Name] as advertised [where you found the job listing]. With my experience in [your relevant experience or skills], I am confident in my ability to contribute effectively to your team.

[Paragraph elaborating on your background, skills, and experiences that relate to the position. Include specific examples of relevant achievements or projects.]

I am particularly drawn to this position because [reason for your interest in the company or role]. I admire [specific aspect of the company or project] and would love the opportunity to be part of such an innovative team.

I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]