

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your 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 [Position Name] at [Company's Name] as advertised on [where you found the job posting]. With my background in [Your Field/Industry], I am excited about the opportunity to contribute to your team.

[Paragraph 1: Introduction - Briefly introduce yourself and your interest in the position.]

[Paragraph 2: Highlight relevant skills and experiences that align with the job requirements.]

[Paragraph 3: Mention any specific accomplishments or projects that demonstrate your capabilities.]

[Paragraph 4: Express your enthusiasm about the opportunity and how you can contribute to the organization.]

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

Sincerely,
[Your Name]