

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

1. **\*\*Introduction\*\***

- State the purpose of the letter.
- Mention how you found out about the job opening or the company.

2. **\*\*Background\*\***

- Provide a brief overview of your professional background.
- Highlight relevant experiences or skills.

3. **\*\*Interest in the Position\*\***

- Explain why you are interested in the specific role and the company.
- Mention how your goals align with the company's mission or values.

4. **\*\*Value Proposition\*\***

- Discuss what you can bring to the team.
- Include examples of past achievements or skills that are relevant to the position.

5. **\*\*Closing\*\***

- Express enthusiasm about the possibility of contributing to their team.
- Mention your attached resume for further details.
- Include your availability for a conversation or interview.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company Name].

Sincerely,

[Your Name]