

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, Postal Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry], and my experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

Throughout my career, I have demonstrated [mention any specific accomplishments or skills relevant to the job]. My role at [Previous Company Name] allowed me to [specific details about your responsibilities and achievements]. I believe these experiences have equipped me with a unique perspective and the skills necessary to excel in this position. I am particularly drawn to [Company's Name] because of [specific reason related to the company's mission, values, or projects]. I admire [something specific about the company or its culture] and share a passion for [related values or goals].

I look forward to the possibility of discussing how I can contribute to [Company's Name] and help achieve [specific goals or projects related to the company]. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,  
[Your Name]