

[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],

I am writing to express my interest in the [specific position title] at UnitedHealthcare, as advertised on [where you found the job listing]. With a background in [your field/industry], I am excited about the opportunity to contribute to the innovative and compassionate team at UHC.

Having earned my [degree or certification] in [Your Degree/Field] from [Your University/Institution], I have gained experience in [briefly describe relevant experience or skills related to the job]. My role at [Previous Company/Organization] allowed me to [describe a relevant achievement or responsibility that aligns with the UHC position].

I am particularly drawn to UHC due to [mention a specific reason related to UHC's mission, values, or vision], and I believe my skills in [list key skills] will allow me to make a positive impact in [specific area related to the role or company].

I am excited about the possibility of joining UHC and contributing to [specific goals or projects relevant to the job]. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of UnitedHealthcare.

Sincerely,
[Your Name]