

[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 formally submit my application for the [Position Title] at [Company Name] as advertised [where you found the job posting]. With a strong background in [your field/skills], I am excited about the opportunity to contribute to your team.

[First paragraph: Brief introduction about yourself and your interest in the position.]

[Second paragraph: Highlight relevant experiences and skills that make you a suitable candidate for the role.]

[Third paragraph: Mention why you are particularly interested in this company and how you can add value.]

I have attached my resume for your review. I am looking forward to the opportunity to discuss how I can contribute to the success of [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]