

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and a strong skill set in [Specific Skills or Experiences Related to the Job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant experience or achievement]. This experience honed my abilities in [specific skills or tasks related to the job], which I believe will be beneficial for [Company Name]. Furthermore, I have a proven track record of [additional relevant experiences or skills that align with the job description].

I am particularly drawn to this position at [Company Name] because [mention specific reasons related to the company or role that attract you]. I admire [something about the company or its values] and I am eager to contribute to [specific goals or projects related to the company].

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]