

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at [Company's Name] as advertised on [where you found the job posting]. With my background in [your field/industry], along with [specific skills or experiences], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I was responsible for [specific responsibilities or achievements]. This experience honed my skills in [relevant skills] and helped me develop [additional relevant experiences or achievements].

I am particularly drawn to this opportunity at [Company's Name] because [specific reason related to the company or its mission]. I admire [something specific about the company], and I would be excited to bring my expertise in [relevant area] to your team.

I am eager to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,  
[Your Name]