

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at [Company Name] as advertised on [platform/source]. With [number of years] years of experience in [your field/industry] and a proven track record of [specific accomplishments or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant responsibility or achievement]. This experience honed my skills in [specific skills related to the job], which I believe align well with the requirements for the position at [Company Name].

I am particularly drawn to this opportunity at [Company Name] because [reason why you're interested in the company/role]. I admire [specific aspects about the company or its culture], and I am eager to bring my background in [your expertise] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company Name]. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]