

[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 [position name] at [Company Name], which I came across [mention where you found the job posting].

With my background in [your field/experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company/Organization], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills], which I believe will be valuable in this position.

I am particularly impressed by [mention something specific about the company or its projects], and I am eager to bring my expertise in [relevant skill or area] to [Company Name]. I thrive in collaborative environments and am motivated by [mention what motivates you in the workplace].

I am looking forward to the opportunity to further discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Name]