

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]
[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 on [where you found the job listing]. With my background in [Your Field/Skill] and experience in [relevant experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that aligns with the job you're applying for]. This experience has equipped me with [specific skills or tools relevant to the new position].

I am particularly drawn to [Company Name] because [mention something specific about the company or its values that resonates with you]. I believe that my skills in [specific skills or experiences] would allow me to make a positive impact in this role.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Best regards,

[Your Name]