

[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],

****Why You Are Writing****

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [where you found the job listing].

****What You Bring****

With [number] years of experience in [your field/industry], I have developed a strong competency in [specific skills or expertise that relate to the job]. My background in [mention relevant experience or education] has equipped me with the skills to effectively [mention key responsibilities of the job].

****Why You are Interested in the Company****

I am particularly drawn to [Company Name] because [specific reason related to the company culture, project, or values]. I admire [mention any particular project, value, or achievement of the company], and I believe my skills in [mention relevant skills or experiences] align well with your team's goals.

****Call to Action****

I would appreciate the opportunity to discuss my application in more detail and explore how my experiences can contribute to the continued success of [Company Name]. I can be reached at [your phone number] or [your email address] to schedule a conversation at your convenience. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]