

[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 title] at [Company's Name], as advertised [where you found the job posting]. With a strong background in user experience design and a passion for creating intuitive digital products, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a key achievement or responsibility relevant to the job]. My experience with [mention relevant tools, methodologies, or technologies] has equipped me with the skills necessary to deliver exceptional design solutions.

I am particularly drawn to [Company's Name] because of [mention something specific about the company or projects that interests you]. I believe that my skills in [specific skill or area] will help [Company's Name] in [mention a specific goal or project].

I have attached my resume for your review and would appreciate the chance to discuss how my experience and vision align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Best regards,  
[Your Name]