

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[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 Posting]. With a background in [Your Field/Industry] and proficiency in Excel, I am excited to bring my skills to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the ability to [mention a specific skill related to the job]. I am particularly drawn to this position because [reason you are interested in the company or role].

I am eager to contribute to [Company Name] by [mention how you plan to use your skills to benefit the company]. I believe that my expertise in Excel and [other relevant skills] will allow me to make a significant impact.

Thank you for considering my application. I look forward to the opportunity to discuss how I can be a valuable asset to your team.

Sincerely,
[Your Name]