

[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],

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 my background in [Your Field/Industry] and experience in [Relevant Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Specific Achievement or Responsibility relevant to job]. This experience honed my skills in [Relevant Skill] and provided me with a comprehensive understanding of [Related Area]. I am particularly excited about the opportunity at [Company Name] because [Reason for Interest in the Company/Position].

I am impressed by [Something Specific about the Company or its Products/Values] and share your commitment to [Related Value or Mission]. I believe my strengths in [Another Relevant Skill or Quality] would be a great addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]