

[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 [Job Title] position listed at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and skills in [specific skills relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant experience or achievement that relates to the job]. This experience honed my abilities in [specific skill or knowledge], which I believe aligns well with the requirements of the [Job Title] position.

I am particularly drawn to this role at [Company's Name] because [mention something specific about the company or its projects that appeals to you]. I am eager to bring my expertise in [mention any relevant skills or experiences] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]