

[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 [position name] at XXII, as advertised on [where you found the job listing]. With my background in [your field/expertise] and my passion for [related interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the position]. This experience has equipped me with the skills necessary to excel in the [position name] role, particularly in [specific skills or experiences relevant to the job].

I am especially drawn to XXII because of [specific reason related to the company/industry], and I am eager to bring my [mention any relevant skills or attributes] to your innovative team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the continued success of XXII.

Sincerely,  
[Your Name]