

[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 [Position Title] at [Company's Name]. With my background in [Your Field/Industry] and experience in [Key Skills/Relevant Experience], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I successfully [Briefly Describe Relevant Achievement or Responsibility]. This experience honed my skills in [Related Skills] and reinforced my passion for [Industry/Field].

I am particularly drawn to [Company's Name] because [Reason Why You Want to Work There/Alignment with Values]. I am excited about the opportunity to contribute to your team and help [Company's Goal/Mission].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,  
[Your Name]