

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 listed at [Company Name]. With my background in [Your Field/Expertise] and [relevant skills/experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe relevant experience or accomplishments that relate to the job]. This experience honed my skills in [specific skills or abilities], which I believe will be beneficial in the position at [Company Name].

I am particularly drawn to [Company Name] because [specific reason related to the company or its mission]. I admire [mention any relevant projects or values of the company] and would be excited to bring my [specific skills/qualities] to your team.

I have attached my resume for your review and would welcome the opportunity to discuss my application in more detail. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] as a [Job Title].

Sincerely,
[Your Name]