

[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 at [Company's Name] as advertised [where you found the job posting]. With a background in [Your Field/Industry] and experience in [Relevant Skills/Experience], I am excited about the opportunity to contribute to your team.

[Paragraph detailing your qualifications, experiences, and what you can bring to the role.]

I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I hope to bring my skills and experiences to [Company's Name].

Sincerely,
[Your Name]