

[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name or Hiring Manager],

I am writing to apply for the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. With my background in [briefly state relevant experience or education], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company], I [describe achievements, skills, or responsibilities relevant to the job]. My experience has developed my ability to [mention key skills or strengths applicable to the new job].

I am particularly drawn to [Company Name] because [give a specific reason related to the company or position], and I am eager to bring my [mention one or two key skills or experiences] to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills would be a great fit for the [Job Title] position at [Company Name].

Sincerely,

[Your Name]