

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

[Date]

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

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job posting]. With my background in [relevant field or experience], I am confident that my skills and qualifications make me a strong candidate for this role.

[Briefly describe your relevant experience, skills, and why you are a good fit for the position. Mention any specific achievements or qualifications that align with the job requirements.]

I have attached my resume for your review. I would welcome the opportunity to discuss my suitability for the [Job Title] position in more detail. Thank you for considering my application.

Sincerely,

[Your Name]