

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address Line 1]

[City, State ZIP Code]

Cover Letter

Dear [Recipient 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 [your relevant field or expertise], I believe I am a strong candidate for this role.

In my previous position at [Previous Company], I [describe relevant experience, skills, or achievements]. My experience has provided me with a solid foundation in [key skills or requirements from the job posting], which I am eager to bring to your team.

I am particularly drawn to [Company Name] because [something you admire about the company or its mission]. I am confident that my strengths in [related skills] would make a valuable contribution to your organization.

Thank you for considering my application. I have attached my resume for your review, and I would welcome the opportunity to discuss how my skills and experiences align with your needs.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]