

Your Name
Address Line 1
Address Line 2
City, State ZIP
Email Address
Phone Number

Date

Recipient Name
Company Name
Company Address Line 1
Company Address Line 2
City, State ZIP

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. I believe my skills and experience make me a strong candidate for this role.

[Briefly describe your relevant experience and qualifications.]

Thank you for considering my application. I look forward to the opportunity to discuss my suitability in more detail.

Sincerely,

Your Name