

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

Date

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

Dear [Recipient Name]:

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised. My background in [your relevant experience or skills] makes me a qualified candidate for this role.

In my previous position at [Previous Company], I successfully [describe a relevant achievement, responsibility, or skill]. I am confident that my experience and skills in [key area(s)] will allow me to contribute effectively to your team.

Thank you for considering my application. I have attached my resume for your review. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]