

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

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

Re: Application for [Job Position/Title]

Dear [Recipient's Name],

I am writing to express my interest in the [Job Position] at [Company Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Area of Expertise/Study] and proven experience in [Relevant Skills or Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company], I [Describe a key responsibility, achievement, or relevant experience]. My experience has equipped me with a diverse skill set including [List Skills].

I am particularly drawn to [Company Name] because [Reason for Interest in the Company or Position]. I am eager to bring my [Skill/Quality] and passion for [Field/Industry] to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with your needs.

Sincerely,

[Your Name]