

[Your Name]

[Your Address Line 1]

[Your City, State ZIP]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address Line 1]

[Company City, State ZIP]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] position at [Company Name]. With my background in [Your Relevant Experience or Skills], I am confident in my ability to contribute effectively to your team.

[Briefly highlight your key qualifications, experience, and enthusiasm for the role. Mention one or two relevant achievements or strengths. Keep it concise and tailored to the job description.]

Thank you for considering my application. I would appreciate the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]