

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

Date

Recipient Name
Recipient Job 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]. I believe that my skills and background align well with the requirements of this role.

[Brief paragraph outlining your relevant experience, skills, and why you are a strong fit for the job.]

[Optional: A second paragraph elaborating on your achievements or unique qualifications.]

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications.

Sincerely,

[Your Name]