

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

[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP]

Dear [Recipient Name],

I am writing to express my interest in employment opportunities at [Company Name]. With my background and experience in [relevant field or industry], I am confident in my ability to contribute positively to your team.

My skills include [mention briefly 2–3 relevant skills, qualifications, or experiences]. I am eager to apply my abilities and enthusiasm to a role within your organization and look forward to the possibility of discussing potential career opportunities with you.

Thank you for considering my application. I am available for an interview at your earliest convenience and look forward to your response.

Sincerely,

[Your Name]