

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

[Date]

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

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company Name].

[Your brief introduction and why you are suitable for the position.]

[One or two specific examples of your skills or experience that relate to the job.]

Thank you for considering my application. I have attached my résumé for your review. I look forward to the possibility of discussing this opportunity further.

Sincerely,

[Your Name]