

Your Name

your.email@example.com | (123) 456-7890

Address, City, State, Zip

Date: [Month Day, Year]

Recipient Name

Job Title

Company Name

Company Address

INTRODUCTION

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] at [Company Name]. With a background in [Your Industry/Field] and experience in [Relevant Skills/Experience], I am confident in my ability to contribute effectively to your team.

BODY

In my previous role at [Previous Company], I successfully [Highlight Key Achievement or Responsibility]. My experience with [Skill/Tool/Process] has equipped me with a solid foundation for the challenges of the [Position Title] role.

I am particularly drawn to [Company Name] because of [Reason You Admire Company/Role/Values], and I am eager to bring my passion for [Relevant Topic/Value] to your organization.

CONCLUSION

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