

[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Your Email]  
[Today's Date]

[Contact's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP]

Dear [Contact's Name],

I am writing to apply for the [Job Title] position at [Company's Name], as advertised [where you found the job posting]. I am confident that my [specific skills] and experience in [industry or profession] make me a strong candidate for this role.

In my previous role at [Previous Company's Name], I [describe a key responsibility or achievement]. This experience has [explain how this experience is relevant to the new role].

What attracts me to [Company's Name] is [something specific about the company that appeals to you]. I believe that [Company's Name] is a place where my [specific skills or traits] would fit well and allow me to [what you hope to achieve in this role].

Thank you for considering my application. I am eager to further discuss how my background and skills would be of benefit to [Company's Name]. I look forward to the possibility of contributing to your team.

Sincerely,  
[Your Name, Typed]