

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where/how you found the job listing]. I have attached my resume and cover letter for your review.

With my background in [Your Field/Industry] and experience in [Relevant Experience], I believe I would make a valuable addition to your team. I am particularly drawn to [Company's Name] because [Reason you are interested in the company/role].

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

Sincerely,

[Your Name]

Attachments: Resume, Cover Letter