

Attention: Recruitment Department

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear Recruitment Team,

I am writing to express my interest in the [specific position title] at [Company Name] as advertised on [where you found the job listing]. With my background in [your field or expertise], I am excited about the possibility of contributing to your esteemed team.

Enclosed is my resume for your consideration. I look forward to the opportunity to discuss my application in further detail.

Thank you for your time and consideration.

Sincerely,

[Your Name]