

[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], as advertised on [where you found the job posting, e.g., your company's careers page]. I was referred to this opportunity by [Referrer's Name], who is [Referrer's Position/Relationship] at your organization. [Referrer's Name] spoke highly of the company's culture and encouraged me to apply, believing my skills and experience would be a great fit for your team.

With [number] years of experience in [your field/industry], I have developed strong expertise in [mention relevant skills or areas of expertise]. In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility], which demonstrates my ability to [match required skill(s) or quality in the job description].

I am impressed by [Company Name]'s commitment to [mention something specific and positive about the company, e.g., innovation, customer service, values], and I am eager to contribute to your team. I am confident that my background and skills will allow me to make a positive impact in the [Job Title] role.

Thank you for considering my application. I have attached my resume for your review. I welcome the opportunity to discuss my qualifications in more detail and look forward to the possibility of contributing to [Company Name].

Sincerely,
[Your Name]