

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] position recently advertised on [where you found the job posting]. With my background in [briefly state relevant experience or field], I am confident in my ability to contribute effectively to your team at [Company Name].

In my previous role at [Previous Company], I successfully [mention a relevant achievement, responsibility, or skill], which aligns closely with the requirements listed in your job description. My dedication to excellence and my strong [specific skill or quality] make me a strong candidate for this position.

In regard to salary requirements, based on my research of comparable roles in the industry and my level of experience, I am seeking a salary in the range of [your salary range] per year. Of course, I am open to discussion and would appreciate the opportunity to negotiate a compensation package that reflects the value I bring to your organization.

Thank you for considering my application. I am very enthusiastic about the possibility of joining [Company Name] and contributing to your team. I welcome the opportunity to discuss how my background, skills, and certifications will be beneficial to your organization. Please do not hesitate to contact me to arrange an interview at your earliest convenience.

Sincerely,
[Your Name]