

123 Main Street
New York, NY, 10001

January 27, 2026

Jane Smith
Acme Corp
123 Business Ave
San Francisco, CA 94102

Dear Jane Smith,

Re: Application for [Position Title]

I am writing to express my strong interest in the [Position Title] role at Acme Corp. With [X years] of experience in [relevant field/industry] and a proven track record of [key achievement], I am confident I can make a meaningful contribution to your team and help Acme Corp achieve [specific company goal/initiative].

In my current role as [Current Job Title] at [Current Company], I have [describe key responsibility or project]. This experience has equipped me with deep expertise in [relevant skills/technologies], allowing me to [quantifiable outcome or impact]. Additionally, I have successfully [another achievement with metrics], which directly aligns with the requirements of the [Position Title] role.

What particularly attracts me to Acme Corp is [specific reason related to company mission, culture, or product]. I am impressed by [specific company initiative or accomplishment], and I am excited about the opportunity to contribute to [relevant team or project]. My background in [relevant expertise] positions me uniquely to help Acme Corp [specific goal or solve specific challenge].

I would welcome the opportunity to discuss how my experience, skills, and passion for [relevant area] can contribute to Acme Corp's success. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Yours Sincerely,

John Doe