

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the [specific position or program name] as advertised on [where you found the job listing]. With a background in [your field/area of expertise] and [number] years of experience in [related experience], I am excited about the opportunity to contribute to [Company/Organization Name].

In my previous role at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility that relates to the new position]. This experience has equipped me with [mention skills or qualifications relevant to the position] that I believe will be valuable in the [specific position or program].

I am particularly drawn to this opportunity at [Company/Organization Name] because [briefly explain why the company or position interests you]. I admire [mention any specific projects, values, or goals of the company] and I am eager to bring my skills in [your expertise] to your team.

Enclosed is my resume, which provides further detail about my professional journey. I am looking forward to the possibility of discussing how my experience and skills align with the needs of your team. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]