

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position/program] at [Company/Institution Name], as advertised [where you found the opportunity]. With a background in [your field/area of expertise] and a passion for [related interests], I believe I am well-suited for this role.

I graduated from [Your School/University] with a degree in [Your Degree], where I [mention any relevant experience or projects]. My experience at [Previous Company/Organization] allowed me to develop skills in [specific skills related to the position], which I am eager to bring to [Company/Institution Name].

I am particularly drawn to this opportunity because [mention specific reasons related to the company or role]. I am excited about the possibility of contributing to [Company/Institution Name] and working with a team that values [mention values or goals of the company].

Thank you for considering my application. I look forward to the opportunity to further discuss how my experiences align with the needs of your team. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]