

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, Postal Code]

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and state the position you are applying for. Mention how you found out about the job and express your enthusiasm for the role.]

[Second paragraph: Briefly describe your background, education, and relevant experience. Highlight key skills and achievements that relate to the job description.]

[Third paragraph: Explain why you are particularly interested in this organization and how your values align with theirs. Mention any knowledge of their projects or initiatives that resonates with you.]

[Fourth paragraph: Conclude by reinforcing your enthusiasm for the position and the organization. Invite them to contact you for further discussion and thank them for considering your application.]

Sincerely,

[Your Name]