

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Expression of Interest for [Position/Project/Opportunity]

I am writing to formally express my interest in [specific position, project, or opportunity] within [Company/Organization Name]. With [number] years of experience in [your field/industry], I am excited about the possibility of contributing to your team and believe my skills in [specific skills or areas of expertise] align well with the goals of your organization.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which honed my abilities in [specific skill or quality]. Furthermore, my background in [related field or experience] has equipped me with [mention any additional skills or experiences that are relevant].

I am particularly drawn to [specific aspect of the company or project that interests you], and I believe my approach to [mention related skills or experiences] can add value by [describe how you can contribute].

Enclosed is my resume for your review. I would welcome the opportunity to discuss how my background, skills, and enthusiasms can be beneficial to [Company/Organization Name]. Thank you for considering my expression of interest. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Enclosure: Resume]