

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

Dear [Recipient's Name],

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

I am writing to express my interest in the [specific position/project] at [Company/Organization Name] as advertised [where you found the posting: e.g., on your website, LinkedIn, etc.]. With my background in [your field/industry] and [number] years of experience in [specific skills or areas], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company Name], I successfully [briefly describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to [mention skills relevant to the new position/project].

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company's values, projects, or goals]. I believe that my strengths in [mention relevant skills or experiences] align well with the goals of your team.

Enclosed, please find my resume for your review. I would welcome the opportunity to discuss how my experience and aspirations align with the needs of your organization. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]