

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position or opportunity] at [Company/Organization Name] as advertised [mention where you found the listing]. With my background in [your field/area of expertise] and a strong commitment to [relevant skills or values], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility that aligns with the position]. This experience honed my skills in [mention skills related to the job], and I am excited about the opportunity to bring that expertise to [Company/Organization Name].

I am particularly drawn to [mention something notable about the company or its mission] and I admire how you [discuss a specific initiative or project]. I am eager to contribute to such efforts and help drive [specific goals or outcomes relevant to the position].

Attached to this letter is my resume, which provides further details about my background. I look forward to the opportunity to discuss how my experience and vision align with the goals of [Company/Organization Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]