

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

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] position at [Company/Organization Name] as advertised on [where you found the job posting]. With my background in [Your Field/Area of Expertise] and a strong commitment to [relevant skills or values related to the position], I believe I would be a valuable addition to your team.

[In this paragraph, briefly discuss your relevant experience, skills, or achievements that relate to the job requirements. Tailor this section to highlight why you are a great fit for the position.]

I am particularly drawn to this position at [Company/Organization Name] because [reason related to company values, goals, or culture]. I admire [specific aspect of the company or their projects] and am eager to contribute my skills in [specific skills or experiences that are relevant to the position].

I have attached my resume for your review, and I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]