

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position as advertised on [Job Posting Source]. With a background in [Your Field/Profession] and experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to [Department/Organization Name].

I have attached my resume for your review. I believe my skills in [Specific Skills] and my commitment to [Relevant Value or Goal] align well with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Department/Organization Name].

Sincerely,
[Your Name]