

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

[Recipient Name]
[Company/Organization Name]
[Company 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 [where you found the listing or how you heard about it].

[Paragraph 1: Introduce yourself and explain why you are interested in the position and the company.]

[Paragraph 2: Highlight your qualifications, skills, and experience relevant to the position. Provide specific examples.]

[Paragraph 3: Discuss any additional information that reinforces your fit for the role and your enthusiasm for the opportunity.]

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]