

[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/program] at [Company/Organization Name], as advertised [where you found the listing]. With my background in [relevant field/experience], I believe I am well-suited for this opportunity.

[Paragraph detailing your relevant experience and skills. Include specific achievements or projects that showcase your qualifications.]

I am particularly drawn to [Company/Organization Name] because [reason related to the organization's mission, culture, or values]. I am eager to contribute my skills to [specific goal or project related to the organization].

Enclosed are my [resume/CV and any other required documents]. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]