

[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 formally apply for the [Position Title] at [Company/Organization Name], as advertised on [where you found the job listing]. With my background in [Your Field/Expertise] and my passion for [Industry or Cause], I am excited about the opportunity to contribute to your team.

[Paragraph 1: Brief introduction about yourself and your relevant experience. Highlight key qualifications.]

[Paragraph 2: Explain why you are interested in the position and the company, and how your skills can benefit them.]

[Paragraph 3: Mention any additional qualifications, achievements, or personal traits that make you a strong candidate.]

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company/Organization Name]. Please find my resume attached for your review.

Sincerely,

[Your Name]

[Attachment: Resume]