

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. With a background in [Your Field/Area of Expertise] and [Number] years of experience in [Relevant Experience/Skills], I believe I am an excellent candidate for this role. Throughout my career, I have developed skills in [specific skills related to the job], which I believe will enable me to contribute effectively to [Department/Organization Name]. I am particularly drawn to this position because [reason why you are interested in the job/department/mission]. I have attached my resume, which provides further details about my qualifications. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]