

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 program name] at [Company/Organization Name] as advertised [mention where you found the advertisement, e.g., on your website, job portal, etc.]. With my background in [your field of study or expertise], coupled with [mention any relevant experience or skills], I am excited about the opportunity to contribute to your team.

[First Paragraph: Introduce yourself, state your purpose for applying, and mention how you learned about the opportunity.]

[Second Paragraph: Highlight your relevant skills or experiences, providing specific examples of how you have applied these in previous roles. Discuss any achievements or projects that are relevant to the application.]

[Third Paragraph: Explain why you are interested in this specific company or program, and how your goals align with theirs. Mention any values or missions of the company that resonate with you.]

[Fourth Paragraph: Reiterate your enthusiasm for the position or program, and mention your desire for an interview or further discussion. Thank the reader for considering your application.]

Sincerely,

[Your Name]

[Your LinkedIn Profile or Professional Website (if applicable)]