

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position/Program] at [Company/Organization Name]. With my background in [Your Field/Area of Expertise] and my passion for [Relevant Interest], I believe I am a strong candidate for this opportunity.

[Paragraph 1: Briefly introduce yourself, your qualifications, and your current situation. Mention how you learned about the application opportunity.]

[Paragraph 2: Highlight relevant skills, experiences, and achievements that make you a suitable candidate. Provide specific examples to substantiate your claims.]

[Paragraph 3: Discuss your goals and why you are interested in this position/program. Explain how it aligns with your career aspirations and how you can contribute to the organization.]

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further. Please find my resume attached for your review.

Sincerely,

[Your Name]

[Attachment: Resume]