

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Application for [Position/Opportunity Name]
I am writing to express my interest in the [position/opportunity] at
[Company/Organization Name] as advertised [where you found the job
posting, e.g., on your website, job board].
[Introduction: Briefly introduce yourself and state the purpose of the
letter.]
[Body Paragraph 1: Detail your qualifications, experiences, and skills
that make you a suitable candidate.]
[Body Paragraph 2: Mention specific examples or achievements that
highlight your capabilities.]
[Body Paragraph 3: Explain why you are interested in the position/company
and how it aligns with your goals.]
Thank you for considering my application. I look forward to the
opportunity to discuss my candidacy in more detail.
Sincerely,
[Your Name]
Attachments: [Resume, References, etc., if applicable]