

[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],

Subject: Application for [Position/Opportunity]

I am writing to express my interest in the [Position/Opportunity] at [Company/Organization Name], as advertised [source of job listing]. With my background in [Your Field/Area of Expertise] and [number] years of experience, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company/Organization], I [describe relevant experience, skills, and accomplishments]. This has equipped me with [mention any specific skills or knowledge related to the job].

I am particularly attracted to this opportunity at [Company/Organization Name] because [mention reasons specific to the company or position that excites you].

I have attached my resume for your review. 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. I hope to hear from you soon.

Sincerely,

[Your Name]