

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

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in applying for the [specific position/program] at [Organization Name]. With a background in [your field/area of expertise] and a strong commitment to [relevant values or goals], I believe I would be a valuable addition to your team.

Throughout my [number] years in [specific field/industry], I have developed skills in [mention relevant skills or experiences]. My experience at [previous organization or relevant experience] allowed me to [briefly describe a key responsibility or achievement]. I am particularly drawn to [Organization Name] because of [specific reasons related to the organization or its mission].

I am excited about the opportunity to contribute to [specific projects, initiatives, or goals related to the organization]. I am confident that my skills in [mention relevant skills] and my passion for [related interests or goals] align with the mission of [Organization Name].

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of [Organization Name]. Please find my resume attached for your reference.

Sincerely,

[Your Name]

[Attachment: Resume]