

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[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 internship] at [Company/Organization Name] as advertised [where you found the job listing]. I am currently [your current status, e.g., a recent graduate in XYZ field] and believe that my skills in [mention relevant skills] make me a strong candidate for this role.

In my previous experience at [mention relevant experience or education], I [describe a relevant accomplishment or responsibility]. I am particularly drawn to [Company/Organization Name] because [mention something specific about the company or its values].

I am eager to contribute to your team and learn from the professionals at [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]