

[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 program] at [Company/Organization Name] as advertised [where you found the listing]. I believe my skills and experiences align well with the requirements, and I am excited about the opportunity to contribute to your team.

[In this paragraph, detail your relevant qualifications, experience, and skills that pertain to the position or program. Use specific examples to illustrate your points.]

[In the following paragraph, explain why you are particularly interested in this position or program and how it aligns with your career goals.]

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail. Please feel free to contact me at [your phone number] or [your email address] to arrange a convenient time for an interview.

Sincerely,  
[Your Name]