

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for the [Position Title] at [Company/Organization Name], as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and a strong passion for [Relevant Skills/Interests], I believe I would be a great fit for your team.

Please find my resume and cover letter attached for your review. I look forward to the opportunity to discuss my application further. Thank you for considering my submission.

Sincerely,

[Your Name]

[Attachment: Resume, Cover Letter]