

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the [Position Title] at [Company/Organization Name] as advertised [describe where you found the job listing]. With my background in [Your Field/Industry], and my skills in [specific skills related to the job], I am excited about the opportunity to contribute to your team.

[Paragraph 1: Briefly introduce yourself and state your interest in the position. Mention any relevant qualifications or experiences that make you a suitable candidate.]

[Paragraph 2: Elaborate on your skills and experiences with specific examples that demonstrate your capability to fulfill the role's requirements. Highlight achievements and relevant projects.]

[Paragraph 3: Discuss how your values align with the company's mission and culture. Express eagerness to contribute to the company's success and how you envision your role within the team.]

I have attached my resume for your review, and I am looking forward to the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,
[Your Name]