

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company 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]. With my background in [your field/industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company/Organization], I [specific responsibility or achievement related to the position]. This experience honed my skills in [specific skills relevant to the job] and provided me with a deeper understanding of [industry or field].

I am particularly drawn to [Company/Organization Name] because [reason related to the company's values, mission, or projects]. I believe my [specific skills/qualities] align well with the goals of your team.

I have attached my resume for your review and would appreciate the opportunity to discuss how I can contribute to [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]