

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

Dear [Recipient's Name],

I am writing to formally apply for the [specific position name] at [Company/Organization Name], as advertised [where you found the job listing]. With my background in [your field/industry] and my experience in [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

I hold a [Your Degree] in [Your Major] from [Your University], and I have [number] years of experience in [specific relevant experience]. During my time at [Previous Company/Organization], I successfully [mention a relevant achievement or responsibility that showcases your skills].

I am particularly drawn to this position at [Company/Organization Name] because [specific reason related to the company or role]. I admire [mention something notable about the company], and I would love the opportunity to contribute to your team and help achieve [mention any relevant goal or mission of the company].

Enclosed is my resume for your review. I look forward to the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,
[Your Name]