

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

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

Dear [Recipient's Name],

Subject: Application for [Position/Opportunity Name]

I am writing to express my interest in the [specific position/opportunity] at [Company/Organization Name] as advertised [where you found the advertisement]. I believe that my skills and experiences align well with the requirements of this role.

[Paragraph detailing your relevant experience, skills, and qualifications.]

I am particularly drawn to this opportunity because [reason for your interest in the position/company/organization].

I have attached my resume for your review. I look forward to the possibility of discussing my application in more detail. Thank you for considering my application.

Sincerely,
[Your Name]