

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

[Date]
[Recipient Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position or opportunity] at [Organization Name] as advertised on [where you found the listing]. I believe my skills and experiences align well with the requirements you seek.

[Paragraph 1: Introduce yourself and the purpose of your letter.]

[Paragraph 2: Highlight your relevant skills, experiences, and achievements. Explain how these make you a suitable candidate for the position.]

[Paragraph 3: Mention why you are interested in the organization and the specific role.]

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

Sincerely,
[Your Name]