

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Organization Name] as advertised [where you found the job posting]. With a background in [your field/area of expertise] and a strong commitment to [describe relevant skills or values], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Organization], I [mention a relevant experience or achievement] that provided me with [specific skill or insight]. I am particularly drawn to [mention any specific project or value of the organization] and believe I can bring [specific skills or perspectives] to further your mission.

Thank you for considering my application. I am looking forward to the possibility of discussing how I can contribute to [Organization Name].

Sincerely,
[Your Name]