

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

Dear [Recipient's Name],

I am writing to express my interest in [specific position or opportunity] at [Company/Organization Name], as advertised [mention where you found the job posting, if applicable]. With my background in [your field/area of expertise], I am excited about the opportunity to contribute to your team.

[Paragraph 1: Introduction and relevant experience/qualifications]

[Paragraph 2: Key achievements or skills that align with the job]

[Paragraph 3: Express enthusiasm for the role and the company]

I appreciate your consideration of my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company/Organization Name]. Thank you for your time.

Sincerely,

[Your Name]