

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

[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position or program] at [Company/Organization Name], as advertised [where you found the job posting]. With a background in [your field/area of expertise] and relevant experience, I am eager to bring my skills to your team.

In my previous role at [Your Previous Company Name], I [describe a relevant experience or responsibility]. This experience has equipped me with [mention skills or competencies] that I believe would be beneficial for [Company/Organization Name].

I have attached my resume for your review, and I would like to highlight some references who can speak to my qualifications:

1. **[Reference Name]**

[Reference Title/Position]
[Reference Company Name]
[Reference Phone Number]
[Reference Email Address]

2. **[Reference Name]**

[Reference Title/Position]
[Reference Company Name]
[Reference Phone Number]
[Reference Email Address]

3. **[Reference Name]**

[Reference Title/Position]
[Reference Company Name]
[Reference Phone Number]
[Reference Email Address]

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name].

Sincerely,

[Your Name]

[Attachment: Resume]