

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Organization's Name] as advertised [where you found the job listing]. With a strong background in [your relevant experience/skills] and a deep commitment to [mission of the organization or cause], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Organization], I [describe a relevant experience or achievement]. This experience has equipped me with a strong framework for [skill or ability related to the job], which I believe aligns well with the needs of your organization.

I am particularly drawn to [specific aspect of the organization or its mission] and admire [something notable about the organization or its impact]. I am eager to bring my [specific skills or expertise] to [Organization's Name] to help further its mission and drive positive change.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your organization. I am available at your convenience for an interview.

Sincerely,  
[Your Name]