

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position or opportunity] at [Company/Organization Name] as advertised on [where you found the job listing]. I possess a strong background in [your field or relevant experience] and am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company/Organization], I successfully [describe a relevant achievement or responsibility], which has equipped me with the skills necessary for this position. I am particularly drawn to [specific aspect of the company or role] and believe that my experience in [related skill or field] would be a valuable asset.

I have attached my resume for your review. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]