

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 applying for [specific position or program] at [Company/Organization Name]. With a background in [your field or area of expertise], along with [number of years] of experience in [relevant experience or skills], I am excited about the opportunity to contribute to your team.

[In the first paragraph, briefly introduce yourself and explain how you learned about the opportunity. Mention any connections or referrals, if applicable.]

In my previous role as [Your Job Title] at [Previous Company Name], I successfully [describe a relevant achievement or responsibility that demonstrates your skills]. This experience honed my abilities in [specific skills or tasks relevant to the position], which I believe aligns well with the goals of [Company/Organization Name].

I am particularly drawn to [Company/Organization Name] because [mention something noteworthy about the company or organization that resonates with you, such as its values, mission, or projects]. I am eager to bring my expertise in [specific skills or knowledge] to [Company/Organization Name] to help [mention how you can help the organization achieve its goals].

Enclosed with this letter are my [resume/CV, references, or any other documents] for your review. I am looking forward to the possibility of discussing how my skills and experiences align with the needs of your team.

Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,  
[Your Name]