

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position or opportunity] at [Company/Organization Name]. With my background in [your field or relevant experience], I believe I would be a valuable addition to your team.

[First paragraph: Introduce yourself and explain how you heard about the opportunity, along with a brief overview of your qualifications.]

[Second paragraph: Discuss your relevant skills, experiences, and accomplishments that align with the requirements of the position. Use specific examples to illustrate your points.]

[Third paragraph: Explain why you are specifically interested in this company/organization and how you align with their values or mission.]

I am excited about the possibility of contributing to

[Company/Organization Name] and I am looking forward to the opportunity to discuss how my skills and experiences align with your needs. Thank you for considering my application.

Sincerely,
[Your Name]