

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

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

Dear [Recipient Name],

I am writing to formally apply for the position of [Job Title] at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Expertise] and experience in [Relevant Experience/Skills], I am excited about the opportunity to contribute to your esteemed organization.

[Paragraph detailing your qualifications, relevant experience, skills, and why you're interested in this position.]

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

Sincerely,
[Your Name]