

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

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

Dear [Recipient Name],

[Introduction: State the purpose of your letter, mentioning the specific position you are applying for and how you heard about it.]

[Body Paragraph 1: Highlight your relevant qualifications and experiences. Be specific and provide examples of how your skills match the job requirements.]

[Body Paragraph 2: Discuss your motivation for applying to this particular company or organization. Mention any alignment with their values or goals.]

[Conclusion: Thank the recipient for considering your application. Express your desire for an interview and provide your availability.]

Sincerely,
[Your Name]

[Attachment: Resume]