

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I am writing to formally apply for [specific position or opportunity, e.g., a Postdoctoral Fellowship in Computational Biology] at [Company/Organization Name]. I am excited about the opportunity to [briefly state what excites you about the position and the organization, e.g., contribute to innovative research that aligns with my expertise]. I hold a [Your Degree, e.g., Ph.D. in Biology] from [Your University] and have completed [mention relevant experience, e.g., two years of postdoctoral research at XYZ Institution where I focused on...]. My background includes [highlight key skills or experiences, e.g., extensive experience in data analysis, proficiency in Python and R, and a strong publication record in peer-reviewed journals].

In my previous role at [Previous Institution/Company], I [describe a relevant project or responsibility]. This experience has equipped me with [mention specific skills or insights relevant to the application]. I am particularly drawn to [Company/Organization Name] because of [explain why this company or organization is a good fit for your skills and career goals].

Attached to this letter, you will find my resume and [any additional documents, e.g., a list of references or published work]. I would be grateful for the opportunity to discuss my application further and explore how I can contribute to [specific goals or projects of the organization].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]