

[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 the [specific position or opportunity] at [Company/Organization Name]. With a background in [your field/industry] and a strong passion for [specific area related to the position], I believe I am well-qualified for this role.

In my previous experience at [Your Previous Company/Organization], I [describe relevant experience, achievements, or responsibilities that relate to the position]. This experience honed my skills in [specific skills related to the position], and I am eager to bring my expertise to [Company/Organization Name].

I am particularly drawn to this opportunity because [explain why you are interested in the position or company]. I admire [mention something specific about the company or its values], and I am excited about the possibility of contributing to [specific projects, goals, or initiatives of the company].

Enclosed with this letter is my resume, which provides additional details about my education and professional experience. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,

[Your Name]

[Enclosure: Resume]