

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

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

Dear [Recipient Name],

I am writing to apply for the [position/title] at [Company/Organization Name] as advertised [mention where you found the job listing].

[Paragraph 1: Brief introduction and your interest in the position.]

[Paragraph 2: Highlight your relevant experience and skills related to the position.]

[Paragraph 3: Explain why you are a good fit for the company/organization and what you can bring to the role.]

I have attached my resume for your review. I look forward to the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,
[Your Name]