

[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],

Introduction

- State the purpose of the letter
- Mention where you found the job/application opportunity

Body

1. Background

- Briefly describe your qualifications and experience
- Highlight relevant skills

2. Motivation

- Explain why you are interested in the position/company
- Connect your goals with the company's mission

3. Closing Argument

- Reiterate your suitability for the role
- Invite further discussion or an interview

Conclusion

- Thank the recipient for considering your application
- Express looking forward to their response

Sincerely,

[Your Name]