

[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 express my interest in [specific position or opportunity] at [Company/Organization Name]. [Briefly introduce yourself and mention how you found the opportunity].

[In the following paragraphs, detail your qualifications, experiences, and skills relevant to the position. Highlight specific achievements and explain why you are a good fit for the role.]

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name].

Thank you for considering my application.

Sincerely,

[Your Name]