

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[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]. With [number] years of experience in [your field/industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with [specific skills or qualities relevant to the position].

I am particularly drawn to [Company/Organization Name] because [reason related to company values, mission, or specific projects]. I believe my background in [your expertise] aligns well with your needs and goals.

Enclosed is my resume, which provides further detail about my education and experience. I am eager to discuss how my skills and experiences can contribute to [Company/Organization Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]

[Enclosure: Resume]