

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position/program] at [Company/Organization Name] as advertised on [where you found the job listing]. With my background in [your field/area of expertise] and a strong commitment to [related goals or values of the company/organization], I believe I would be a valuable addition to your team.

Having graduated from [Your University/College] with a degree in [Your Degree], I have gained comprehensive knowledge and hands-on experience in [relevant skills or experiences]. In my previous role at [Your Previous Company/Organization], I successfully [specific achievement or responsibility], which not only honed my skills in [specific skills] but also underscored my ability to [related competency].

I am particularly drawn to this opportunity at [Company/Organization Name] because [specific reason related to the company or its values]. I am impressed by [mention any relevant projects, values, or achievements of the company], and I am eager to contribute my skills in [relevant skills/competencies] to help [what you can do for the company].

Enclosed is my resume, which provides further details about my qualifications. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I hope to bring my expertise to [Company/Organization Name] and contribute to [specific goal or project related to the company].

Sincerely,  
[Your Name]