

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

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position/program] at [Company/Organization Name], as advertised on [where you found the listing]. With my background in [your field/industry] and experience in [relevant skills or experiences], I believe I am a strong candidate for this opportunity.

[Paragraph 1: Briefly introduce yourself and your current situation. Show enthusiasm for the position/program and its relevance to your career goals.]

[Paragraph 2: Highlight your relevant skills, experiences, and achievements. Use specific examples to demonstrate how they align with the requirements outlined in the application.]

[Paragraph 3: Express your motivation for applying. Mention what you hope to contribute to the organization and what you hope to gain from the experience.]

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name].

Sincerely,
[Your Name]