

[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 the [position name] at [Company/Organization Name] as advertised [where you found the job posting]. I believe my skills and experience make me a suitable candidate for this position.

[In this paragraph, briefly introduce your relevant experience, qualifications, and what makes you a strong candidate. Mention specific skills or accomplishments that relate to the job.]

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company or its values that appeals to you].

I am excited about the opportunity to contribute to your team and help [mention specific goals or projects related to the company].

I have attached my resume for your review. I would welcome the opportunity to discuss my application further and am available for an interview at your convenience. Thank you for considering my application.

Sincerely,

[Your Name]