

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

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for [specific position or program] at [Company/Organization Name]. I am particularly drawn to this opportunity because [reason for interest in the position/program].

I have [briefly outline your relevant experience, education, and skills that relate to the position/program]. For instance, [provide an example or achievement that showcases your qualifications].

Additionally, I am particularly impressed by [mention any specific projects, values, or goals of the company/organization that resonate with you]. I believe that my background in [your field/industry] would allow me to contribute positively to your team.

Enclosed/attached is my resume for your consideration. I look forward to the opportunity to discuss my application further. Thank you for your time and consideration.

Sincerely,  
[Your Name]