

[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 express my interest in the [specific position or program] at [Company/Organization Name]. With my background in [your field/industry area], combined with my passion for [related interests], I believe I am a strong candidate for this opportunity.

I graduated from [Your University] with a degree in [Your Degree] and have [number] years of experience in [related experience]. My past roles included [briefly outline relevant positions or responsibilities], where I developed skills in [list relevant skills] that directly align with the requirements of this position.

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company's mission, values, or projects]. I am eager to contribute my abilities in [specific skills or experiences related to the position] to your team.

Enclosed is my resume, which provides further details about my qualifications. I would be honored to discuss how my experiences and vision can align with the goals of [Company/Organization Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]