

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

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific position or program] at [Company/Organization Name]. With my background in [your field or area of expertise] and my passion for [relevant interest or objective], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company/Institution], I successfully [describe relevant experience, skills, or accomplishments that relate to the position]. This experience has equipped me with [specific skills or knowledge relevant to the position].

I am particularly drawn to [Company/Organization Name] because [explain what attracts you to the company/organization and how it aligns with your career goals or values]. I admire [mention any specific projects, values, or achievements of the company/organization] and am eager to contribute to [specific goals or projects].

Enclosed with this letter is my resume, which provides further details about my qualifications. I am looking forward to the possibility of discussing how my experiences and skills can contribute to [Company/Organization Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]