

[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],

Subject: Application for [Position/Opportunity Title]

I am writing to express my interest in the [Position/Opportunity Title] as advertised [where you found the position, e.g., on your website]. With my background in [Your Field/Expertise] and [mention any relevant experience], I am excited about the opportunity to contribute to [Company/Organization Name].

[First Paragraph: Brief introduction and reason for applying.]

[Second Paragraph: Highlight your qualifications and experiences that relate to the position.]

[Third Paragraph: Explain why you are a good fit for the team or organization and express enthusiasm for the opportunity.]

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,

[Your Name]

[Attachment: Resume]