

[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 the [specific position or opportunity] at [Company/Organization Name]. With a background in [your field or area of expertise] and a passion for [related passion or interest], I am excited about the opportunity to contribute to your team. In my previous role at [Your Previous Company/Organization], I successfully [describe a relevant achievement or responsibility], which contributed to [mention the outcome or result]. My skills in [list relevant skills] equip me to effectively contribute to [specific goals or projects relevant to the position or organization].

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company or its mission that resonates with you], and I believe my experience aligns well with your goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please find my resume attached for your reference.

Sincerely,

[Your Name]

[Attachment: Resume]