

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in [specific position or opportunity] at [Company/Organization Name] as advertised [where you found the listing]. With my background in [your field or relevant experience], I am excited about the opportunity to contribute to your team.

[Briefly introduce your qualifications and relevant experience. Mention any specific skills or accomplishments that make you a suitable candidate for the position.]

I am particularly drawn to [Company/Organization Name] because [mention what you admire about the company or relate it to your goals]. I believe my experience in [specific experience or skill related to the position] aligns well with the goals of your organization.

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

Sincerely,

[Your Name]

[Attachment: Resume]