

[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 apply for the [Position Title] at [Company/Organization Name] as advertised on [where you found the job listing]. I believe my skills and experiences make me a strong candidate for this role.

[Paragraph 1: Brief introduction and your current position or background related to the field.]

[Paragraph 2: Highlight relevant experiences, skills, and achievements that align with the position.]

[Paragraph 3: Explain why you are interested in this position and how it fits your career goals.]

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name]. Please find my resume attached for your review.

Sincerely,

[Your Name]

[Attachment: Resume]