

[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 express my interest in the [specific position or opportunity] at [Company/Organization Name] as advertised [mention where you found the job posting]. With my background in [your field/area of expertise], I am confident in my ability to contribute effectively to your team.

[Paragraph 1: Briefly introduce yourself and state your purpose for writing. Mention any personal connection to the organization or position.]

[Paragraph 2: Highlight your relevant experience, skills, and achievements. Provide specific examples that demonstrate your qualifications for the position.]

[Paragraph 3: Explain why you are interested in this particular position and how it aligns with your career goals. Mention any research you've done on the company or its values.]

I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company/Organization Name]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]