

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in the virtual work opportunity at [Company Name] as advertised on [where you found the job posting]. With my experience in [your relevant skills or experience], I believe I would be a great addition to your team.

In my previous role at [Your Last Company], I successfully [specific achievement or responsibility relevant to the job]. This experience has equipped me with the skills necessary to excel in a remote work environment, such as [list relevant skills or qualities].

I am particularly drawn to this opportunity at [Company Name] due to [specific reason related to the company or role]. I admire [mention any relevant initiatives or values of the company] and am excited about the possibility of contributing to such a dynamic team.

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

Warm regards,

[Your Name]
[Attachment: Resume]