

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

Dear [Recipient's Name],

I am writing to formally apply for the [specific position] 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.

I have [number] years of experience in [your field/industry] and have developed skills in [mention relevant skills or experiences]. I am particularly drawn to this position because [explain your interest in the role or company].

Enclosed is my resume for your review. I would appreciate the opportunity to discuss my application with you further. Thank you for considering my application.

Sincerely,  
[Your Name]