

[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 the [Position Title] at [Company/Organization Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and [relevant experience or skills], I believe I am well-equipped to contribute to your team.

My experience includes [specific experience related to the position], where I [describe relevant duties or accomplishments]. Additionally, my skills in [specific skills relevant to the position] have enabled me to [mention any relevant achievements or contributions].

I am particularly drawn to [something specific about the company or position], and I am excited about the opportunity to [mention how you intend to add value or contribute].

I have attached my resume for your review. I am looking forward to the possibility of discussing my application in further detail. Thank you for considering my application.

Sincerely,  
[Your Name]