

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Organization Name] as advertised on [where you found the job posting]. With my background in [your field/industry] and a passion for [relevant interests related to the position], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [relevant skills] and provided me with a strong foundation in [related knowledge or expertise]. I am particularly drawn to [Organization Name] because of [specific reason related to the organization or its mission]. I am eager to bring my skills in [specific skills related to the position] and my commitment to [related values or goals] to [Organization Name]. I am confident that my [mention a unique quality or experience] would make a meaningful contribution to your team.

Enclosed is my resume for your review. I would appreciate the opportunity to discuss my application in more detail and look forward to the possibility of contributing to [Organization Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]