

[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],
Subject: Application for [Position Name/Program Name]
I am writing to express my interest in the [Position Name/Program Name]
at [Company/Organization Name] as advertised on [Where You Found the
Opportunity].
Background and Experience
[Briefly discuss your education and relevant experience that qualifies
you for the position/program.]
Skills and Contributions
[Highlight your specific skills and how they can contribute to the
organization or program.]
Conclusion
[Wrap up your application by expressing enthusiasm for the opportunity
and a desire for further discussion.]
Thank you for considering my application. I look forward to the
possibility of contributing to [Company/Organization Name].
Sincerely,
[Your Name]