

[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 or program, e.g., YKY internship] at [Organization Name] as advertised [where you found the listing]. With my background in [your field of study or area of expertise] and my passion for [related interests], I am excited about the opportunity to contribute to your team.

I recently graduated from [Your University/College] with a degree in [Your Degree]. During my time at [University/College], I gained valuable experience through [mention any relevant projects, internships, or extracurricular activities]. My skills in [specific skills] and my commitment to [related values or goals] make me a strong candidate for this position.

I am particularly drawn to [Organization Name] because of [mention something specific about the organization that interests you]. I believe my [mention any relevant experience or skills] would enable me to make a positive impact as part of your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Organization Name]. I hope to contribute my efforts to [mention any specific goals or projects of the organization].

Sincerely,  
[Your Name]