

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

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position title] at [Organization Name] as advertised on [where you found the job listing]. With my background in [your field or expertise], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable result or benefit]. My experience with [specific skills or tools relevant to the position] has equipped me with the necessary skills to excel in this role.

I am particularly drawn to [Organization Name] because of [mention something specific about the organization or its projects that interests you]. I believe my skills in [mention relevant skills] will allow me to [explain how you can benefit the organization].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]