

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for [Position/Opportunity Title]

I am writing to express my interest in the [Position/Opportunity Title] at [Company/Organization Name], as advertised [where you found the job posting]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident that I would be a valuable addition to your team.

[Paragraph detailing your experience, qualifications, and why you are a good fit for the position. Include specific examples if possible.]

I am particularly drawn to [Company/Organization Name] because [reason related to the company/organization's values, mission, or goals]. I believe that my [specific quality/experience] aligns well with your needs and can contribute to the continued success of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]