

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

[Recipient's Name]  
[Company/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at [Company/Organization Name] as advertised [where you found the job listing]. I believe my skills and experiences make me a suitable candidate for this role.

[Paragraph 1: Introduce yourself and explain why you are applying for the position. Include a brief overview of your relevant background.]

[Paragraph 2: Detail your qualifications, skills, or experiences that relate to the position. Provide examples of your achievements or previous work relevant to the job.]

[Paragraph 3: Explain why you are interested in working for this company specifically and how you align with its values or goals.]

I look forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,

[Your Name]