

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[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] offered at [Organization Name] as advertised on [where you found the listing]. With a background in [your field or expertise], I am excited about the opportunity to contribute to your team and bring my skills in [specific skills or experiences relevant to the position].

In my previous role at [Your Previous Company/Organization], I successfully [mention any relevant achievements or responsibilities that relate to the position you're applying for]. This experience honed my abilities in [specific relevant skills], which I believe will be valuable for [Organization Name].

I am particularly drawn to [Organization Name] because [mention something specific about the organization that appeals to you, such as its mission, values, or projects]. I am eager to bring my expertise in [your areas of expertise] to further the goals of your organization.

Enclosed is my resume, which provides further details about my professional journey. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]