

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

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

Dear [Recipient's Name],

I am writing to apply for the [specific position or opportunity] at [Company/Organization Name] as advertised on [where you found the job listing]. I am excited about the opportunity to contribute to your team with my skills and experiences.

[Paragraph 1: Brief introduction of yourself and your current situation. Highlight your interest in the position.]

[Paragraph 2: Detail your relevant qualifications, skills, and experiences. Use specific examples to demonstrate your suitability for the role.]

[Paragraph 3: Discuss your understanding of the company and how your values align with theirs. Explain why you want to work there specifically.]

[Paragraph 4: Conclude by expressing your enthusiasm for the opportunity. Mention any attached documents, such as your resume, and your availability for an interview.]

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company/Organization Name].

Sincerely,  
[Your Name]