

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [specific position title] at [Company/Organization Name], as advertised on [where you found the job posting]. With [number] years of experience in [your field/industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific accomplishment or responsibility]. This experience has equipped me with [specific skills or knowledge relevant to the job you're applying for]. I am particularly drawn to this position at [Company/Organization Name] because [reason why you are interested in the company or position]. I admire [specific aspect about the company or its values].

I have attached my resume for your review and would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]