

[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],

I am writing to express my interest in the [specific position/program] at [Company/Organization Name] as advertised. I believe my skills and experiences align well with the requirements of this role.

[In this paragraph, briefly describe your relevant experience, skills, or education that makes you a suitable candidate.]

I am excited about the opportunity to contribute to [Company/Organization Name] and to grow within this [position/program]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]