

[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],

Subject: Application for [Position/Program Title]

I am writing to express my interest in the [Position/Program Title] as advertised [where you found the listing]. I believe my skills and qualifications make me a strong candidate for this opportunity.

[Paragraph detailing your relevant background, skills, and experiences that align with the position/program.]

[Paragraph explaining why you are specifically interested in this position/program and how you can contribute.]

I have attached my resume for your review. I look forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]