[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] at [Company's Name]. I am confident in my ability to be an asset to the team.

I was really drawn by [Company's Name]'s involvement in [specify which activities or research you have found about the company and truly why you want to be there!]. I also appreciate that [Company's Name]'s values of [values] align with my own. I believe [values] have been impactful for me in [explain], and I really appreciate how your company honors and drives this mission through [specify activities you have found on LinkedIn, social media, news, as long as it is relevant, reliable, and strong].

Being a part of this company would be [explain how impactful it would be to work there or how great an opportunity here would drive your goals of].

Please find enclosed my resume for review. I can be reached via email at [firstname.lastname@email.com] or by phone at [(xxx)xxx-xxxx].

I look forward to your response and wish you a great day!

Sincerely,  
[Your Name]