[Your full name]
Address,
example@cvmaker.com

[Organization or institution]
[Recipient's name and title]

Address, 19 November 2026

Dear [Recipient's name or committee name],

I'm applying for [name of the opportunity] at [organization or institution]. I'm drawn to [specific feature of the opportunity] because [how it connects to a goal you're working toward].

My experience in [relevant job, course, project, or volunteer activity] prepared me for this opportunity. In [specific situation], I [describe what you did], which [describe the result or what you learned].

Through [another relevant experience], I developed [skill or personal quality]. When [briefly describe a challenge], I [explain how you handled it]. I would use that experience to [describe how you would meet a requirement or contribute].

I'm especially interested in [specific project, course, or area of work]. This opportunity would help me [describe what you hope to learn or achieve], and I'd bring [relevant perspective or experience] to [team, program, or community].

Thank you for considering my application for [name of the opportunity]. I'd welcome the chance to discuss my application and would be happy to provide any additional information.

Sincerely,
[Your full name]