Dear Mr. /Mrs. [Hiring Person Name and Title]

I would like to express my interest in the position of [job] for [company] as advertised on your company’s website.

I have a [degree type] in [field of activity] from [institution]. For the last [employment period], I’ve worked in a [position] for companies similar to yours, where I was in charge of [list main tasks]. I am confident in my ability to contribute to your team based on my [qualities and achievements].

[company name] is especially close to my heart due to its [company culture, mission, and values]. I will be honored to be working at [company name] and put my [skills] to good work.

Alongside my expertise in [field], I am also passionate about [domain of interest], which I believe makes me better at [quality]. For the past [period of time], I have been [volunteering/working/assisting/teaching/mentoring/supporting/etc.] at [institution/context] because [purpose of action]. I believe that mixing passion and hard work is the best recipe for personal success and growth, even when it doesn’t produce the standard resume.

Thank you for considering my application. I look forward to hearing from you.

Best regards,

[Your name]  
[Address]  
[Phone]