

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[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 or program] at [Company/Organization Name] as advertised [mention where you found the listing]. With a background in [your field] and [number] years of experience in [relevant skills or roles], I believe I am a strong candidate for this opportunity.

In my previous role at [Your Previous Company Name], I successfully [mention specific accomplishments or responsibilities that relate to the position]. This experience has equipped me with [mention relevant skills or experiences related to BWI].

I am particularly drawn to [Company/Organization Name] because [mention why you are interested in this specific organization or program]. I am impressed by [specific achievements, values, or initiatives of the organization] and I am excited about the possibility of contributing to [specific goals or projects].

Enclosed is my resume, which provides additional details regarding my background and accomplishments. I appreciate your consideration of my application and look forward to the opportunity to discuss how I can contribute to your team.

Thank you for your time and consideration.

Sincerely,
[Your Name]