

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

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific BWI program or role] as advertised on [where you found the advertisement]. I believe my background in [your field or expertise] aligns well with the goals of the program and I am excited about the opportunity to contribute to [specific projects or goals of the organization].

Briefly, I have [number] years of experience in [related experience or field]. During my time at [previous organization or role], I [specific achievements or responsibilities that relate to BWI]. This experience has equipped me with a robust skill set that I can bring to [BWI program or role].

Furthermore, I am particularly drawn to [specific aspects of BWI], and I am eager to apply my [skills/knowledge/expertise] to make a positive impact on [specific areas BWI focuses on].

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the mission of [BWI or specific program]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]