

****CJS Application Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Position Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position or opportunity] at [Organization Name] as advertised on [where you found the job listing]. With my background in [your field/area of expertise] and my passion for [related interest], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Organization], I [describe a relevant experience, achievement, or skill related to the position]. This experience helped me develop [specific skill or quality] which I believe will be beneficial for [Organization Name].

I am particularly drawn to this opportunity because [reason why you are interested in this organization or position]. I am excited about the possibility of contributing to [mention any specific projects or goals of the organization].

Enclosed with this letter is my resume, which provides more detail about my professional journey. I would be grateful for the opportunity to discuss how my experiences and vision align with the goals of [Organization Name]. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Enclosure: Resume]