

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

Dear [Recipient Name],

I am writing to express my interest in applying for the [specific position or program] with the Criminal Justice System (CJS) as advertised [mention where you found the opportunity]. With my background in [your relevant education or experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company/Organization], I [describe relevant experience, accomplishments, or skills related to the position]. This experience has equipped me with [mention any specific skills or knowledge that relate to CJS], making me a suitable candidate for this position.

I am particularly drawn to [mention any specific aspect of CJS or the position that interests you], and I am eager to bring my skills in [mention relevant skills] to [Organization Name]. I believe that my [mention any personal attribute or soft skill] would be an asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]