

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the CWA (Communications Workers of America) position as advertised [mention where you found the job posting, if applicable]. With [number of years] of experience in [your field/industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company/Organization], I successfully [mention a relevant achievement or responsibility that aligns with the CWA position]. This experience has equipped me with a strong understanding of [relevant skills or concepts related to the CWA]. I am particularly drawn to this position because [explain why you are interested in CWA and how it aligns with your career goals]. I believe that my skills in [mention specific skills or experiences] will enable me to [how you plan to contribute to CWA's objectives].

Enclosed is my resume, which provides additional details about my background and accomplishments. I welcome the opportunity to discuss how my experience and vision align with CWA's goals. Thank you for considering my application.

Sincerely,  
[Your Name]