

[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],
[Opening statement in English.]
[Paragraph detailing your qualifications and reasons for applying in English.]
[Closing statement in English.]

Estimado/a [Recipient's Name],
[Declaracion de apertura en espanol.]
[Parrafo detallando sus calificaciones y razones para postularse en espanol.]
[Declaracion de cierre en espanol.]

Thank you for considering my application.
Sincerely,
[Your Name]