

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

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the [Specific Position/Program Name] at [FJC Organization Name]. With my background in [Your Field/Area of Expertise] and a passion for [related interest], I believe I would be a valuable addition to your team.

[First Paragraph: Introduce yourself and state your purpose for writing. Briefly mention your qualifications or experiences that relate to the FJC application.]

[Second Paragraph: Provide more details about your background, skills, and experiences relevant to the position or program. Highlight any achievements or projects that demonstrate your capabilities.]

[Third Paragraph: Discuss why you are specifically interested in this position at FJC and how it aligns with your career goals or values. Mention any relevant connections or experiences that relate to the organization.]

[Closing Paragraph: Express your gratitude for considering your application and your enthusiasm for the opportunity to contribute to FJC. Include a statement about your willingness to provide further information or discuss your application in more detail.]

Thank you for your time and consideration. I look forward to the possibility of discussing how I can contribute to the [FJC Organization Name].

Sincerely,  
[Your Name]

[Attachment: Resume]