

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title/Program Name] at [Organization Name]. With my background in [Your Background/Field of Study], I am excited about the opportunity to contribute to [specific project, goal, or value of the organization].

I have a solid foundation in [relevant skills or experiences], which I believe align well with the requirements of this position. My experience at [Previous Experience/Organization] has provided me with [specific skills or achievements relevant to the fjc application].

I am particularly drawn to [specific aspect of the organization or program], and I am eager to bring my [specific skills or personal qualities] to [Organization Name].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]