

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific program/position] at [FJC Institution/Organization Name]. I believe my [relevant skills/experience] make me a strong candidate for this opportunity.

In the first paragraph, briefly introduce yourself and state the purpose of your application.

In the second paragraph, highlight your relevant experience or education, focusing on specific achievements or skills that align with the program/position.

In the third paragraph, discuss why you are particularly interested in this program/institution and how it aligns with your career goals.

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

Sincerely,
[Your Name]