

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Title]
[FVTC (Fox Valley Technical College)]
[College Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at FVTC as advertised [where you found the job posting]. With a background in [Your Field/Industry], I believe I possess the skills and qualifications necessary to contribute positively to your team.

In my previous role at [Your Previous Employer], I [describe relevant experience or achievements]. This experience has provided me with a strong foundation in [mention relevant skills or knowledge related to the job].

I am particularly drawn to this position at FVTC because [explain why you are interested in the job and institution]. I admire [mention any specific programs, values, or initiatives of FVTC that resonate with you].

Enclosed is my resume, which provides additional details about my background. I am looking forward to the opportunity to discuss how my experience and skills can benefit FVTC. Thank you for considering my application.

Sincerely,
[Your Name]