

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

Fort Valley State University

[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position/program] at Fort Valley State University as advertised [where you found the listing, e.g., on your website]. With my background in [your field/area of expertise] and a commitment to [relevant goal or value related to the university], I am excited about the opportunity to contribute to [specific department or program].

In my previous role at [Your Previous Institution/Organization], I [describe a relevant experience or accomplishment that relates to the position/program]. This experience honed my skills in [specific skills related to the position/program], and I believe it will enable me to make a positive impact at FVSU.

I am particularly drawn to [mention any specific program, initiative, or value of FVSU], as it aligns well with my passion for [related field or goal]. I am eager to bring my expertise in [specific skills or experiences] to your team and support the mission of Fort Valley State University.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [specific department or program].

Sincerely,  
[Your Name]