

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

[Recipient Name]  
[Recipient Title]  
[Department Name]

Flathead Valley Community College

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

Dear [Recipient Name],

I am writing to apply for [specific program or position] at Flathead Valley Community College. I am eager to pursue my educational goals and believe that my background in [relevant experience or field] makes me a strong candidate for this opportunity.

[Paragraph 1: Briefly introduce yourself and your current situation, including any relevant education or experience.]

[Paragraph 2: Discuss your specific interests in the program or position and how it aligns with your goals.]

[Paragraph 3: Highlight any relevant skills, achievements, or experiences that demonstrate your qualifications for the program or position.]

I am excited about the possibility of joining Flathead Valley Community College and contributing to the academic community. Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,  
[Your Name]