

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

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

Dear [Recipient Name],

I am writing to express my interest in the GJS application for [specific opportunity or program name] as advertised on [where you found the opportunity].

[Paragraph 1: Introduction]

- Briefly introduce yourself and your academic/professional background.
- State your current role or position and how it relates to the opportunity.

[Paragraph 2: Motivation]

- Explain your motivation for applying.
- Discuss your passion for the field and why this opportunity is important to you.

[Paragraph 3: Relevant Experience]

- Highlight relevant experiences, skills, and achievements that make you a suitable candidate.
- Provide examples that demonstrate your capabilities and how they align with the goals of the GJS program.

[Paragraph 4: Future Goals]

- Discuss your future goals and how the GJS opportunity fits into your career plans.
- Explain how you intend to contribute to the program and the community.

[Closing Paragraph]

- Reiterate your enthusiasm for the opportunity.
- Thank the recipient for considering your application and express your hope to discuss it further.

Sincerely,

[Your Name]