

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

Dear [Recipient Name],

I am writing to express my interest in the GJS Graduate Program at [University/Organization Name]. With my background in [Your Field/Discipline] and a strong passion for [Relevant Interest], I am eager to contribute to and grow within this esteemed program. Having completed my undergraduate degree in [Your Degree] from [Your University], I have developed a solid foundation in [Relevant Skills/Knowledge]. My experience at [Relevant Experience/Internship/Job] has further solidified my understanding of [Specific Topics Related to GJS] and has fueled my desire to pursue advanced studies in this field. I am particularly drawn to the GJS program because of [Specific Reason Related to the Program, Faculty, Research Opportunities, etc.]. I believe this program aligns perfectly with my career goals and aspirations, especially in [Your Specific Interest Related to GJS].

Enclosed with this letter are my resume and academic transcripts for your review. I appreciate your consideration of my application, and I look forward to the opportunity to discuss how I can contribute to the GJS graduate community.

Thank you for your time and consideration.

Sincerely,  
[Your Name]