

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position or program] at GJC, as advertised [where you found the application]. With my background in [your field of study or expertise], and my passion for [related field or mission of GJC], I believe I would be a valuable addition to your team.

I hold a [degree or qualification] in [your field] and have [number] years of experience in [related experience or job]. My previous role as [your last position] involved [briefly describe relevant responsibilities or achievements]. This experience has equipped me with [specific skills or knowledge relevant to the position].

I am particularly drawn to GJC because [mention specific aspect of GJC or its mission that resonates with you]. I admire [specific projects or values of GJC], and I am eager to contribute my skills in [mention specific skills related to the position] to your esteemed organization. I have attached my resume for your review. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of GJC. Thank you for considering my application.

Sincerely,  
[Your Name]