

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

Dear [Recipient Name],

I am writing to express my interest in the GJC position at [Company Name] as advertised [where you found the job posting]. With my background in [Your Field/Industry] and a strong commitment to [relevant skills/qualities], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [mention a positive outcome]. I believe that my experience in [specific skills or experiences relevant to GJC] aligns well with the goals of [Company Name].

I am particularly drawn to this position because [mention something specific about the company or role that excites you]. I am eager to bring my skills in [mention a few key skills or experiences] to your team and help [Company Name] achieve [mention company goals or projects].

Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to the success of [Company Name].

Sincerely,
[Your Name]