

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

[Date]
[Recipient's Name]
[Title]

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

Dear [Recipient's Name],

I am writing to express my interest in the GJC application position as advertised [where you found the job listing, e.g., on your website, LinkedIn]. With my background in [your field or area of expertise] and my passion for [related interest], I believe I would be a strong candidate for this opportunity.

I have [number] years of experience in [relevant experience or skills], where I have developed skills such as [specific skills related to the position]. My [specific project or achievement] demonstrates my ability to [relevant outcome related to the job].

I am particularly drawn to the GJC because [specific reason related to the organization or its mission]. I am excited about the possibility of contributing to [specific project or value related to the organization] and am eager to bring my skills in [mention specific skills/experience relevant to the position].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of GJC.

Sincerely,
[Your Name]