

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

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

Dear [Recipient Name],

I am writing to formally apply for the [specific program or position] at HJC. I am excited about the opportunity to contribute to [specific goals or projects related to HJC] and believe that my skills and experiences align well with the requirements of this role.

[Paragraph describing your relevant experience, skills, and why you are interested in the HJC application.]

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. Please find my resume attached for your review.

Sincerely,

[Your Name]

[Attachment: Resume]