

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the IAS position advertised on [where you found the listing].

With a background in [your field of study or expertise] and [number] years of experience in [related experience], I am confident in my ability to contribute effectively to your team.

I have successfully [mention a relevant achievement or project], which has equipped me with the skills necessary to excel in this role.

I am particularly drawn to this opportunity because [reason for interest in the IAS position], and I believe my [specific skills or values] align closely with your organization's mission.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,  
[Your Name]