

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

[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position, program, grant, etc.] at [Institution/Organization Name] as advertised [mention where you found the listing]. With a background in [your field of study or expertise] and a strong commitment to [related field or value], I believe I would be a valuable addition to your [department/research team/program].

I completed my [degree] in [major] at [University Name], where I [briefly describe relevant accomplishments, experiences, or projects]. My experience in [specific skills or areas] has equipped me with the necessary skills to [explain how you can contribute to the position/program].

Additionally, my [mention any relevant teaching, research, or work experience] further demonstrates my capability in [related skills or responsibilities]. I am particularly drawn to [specific aspects of the organization or position], as I believe they align well with my career objectives and values.

I am excited about the opportunity to bring my expertise in [specific skills] to [Institution/Organization Name] and to collaborate with a team dedicated to [mention any relevant goals or values]. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]