

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for [specific position/initiative] with the IUCN, as advertised [mention where you found the job listing]. With a background in [your relevant field or expertise], I am excited about the opportunity to contribute to [specific project, program, or mission of IUCN].

Throughout my [number of years] years of experience in [your field/industry], I have developed a robust skill set that aligns closely with the requirements of this position. My previous work at [mention relevant experience or organization] involved [briefly describe relevant tasks, achievements or responsibilities]. This experience honed my abilities in [mention any relevant skills or knowledge], which I believe would be valuable for [mention how it applies to the IUCN initiative]. I am particularly drawn to the IUCN because of [mention specific reasons related to IUCN's mission, values, or programs]. I admire [specific project/initiative] and am enthusiastic about the chance to be part of an organization that [mention how the organization impacts environmental conservation or related areas].

Enclosed with this letter is my resume, which provides further details about my professional journey. I welcome the opportunity to discuss how my skills and experiences can contribute to the ongoing success of IUCN.

I can be reached at [your phone number] or [your email address] to arrange a conversation at your convenience.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Attachment: Resume]