

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

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

Dear [Recipient Name],

I am writing to express my interest in the International Wildlife Conservation (IWC) application for [specific program or position] as advertised [where you found the information]. With a strong background in [your field or relevant experience], I am eager to contribute to [specific goals or values of the IWC].

In my previous role as [your job title] at [your previous organization], I successfully [describe a relevant achievement or responsibility that showcases your skills]. My experience in [related skills or areas of expertise] has equipped me with the necessary tools to excel in this position.

I am particularly drawn to [specific aspect of IWC or the program] because [brief explanation of your motivation]. I believe that my skills in [mention any specific skills related to the position] align well with the mission of IWC.

I have attached my resume for your review, which provides further details about my experience and accomplishments. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the goals of the IWC.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]