

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in participating in the Job Determination Program offered by [Company/Organization Name]. I am eager to enhance my skills and explore job possibilities within the [industry/type of work] field.

Having [briefly mention your relevant background, skills, or experience], I believe that this program aligns perfectly with my career goals. I am particularly drawn to [specific aspect of the program or organization], and I am excited about the opportunity to learn and grow with [Company/Organization Name].

I am committed to actively participating and contributing to the program while gaining valuable insights into the job market. Enclosed is my resume for your review. I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,

[Your Name]