

****Template for JKS Application Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

****Subject: Application for [Position/Program Name]****

1. ****Introduction****

- Briefly introduce yourself.
- State the purpose of your letter.

2. ****Background****

- Discuss your education and relevant experience.
- Highlight any key accomplishments or skills related to the position/program.

3. ****Motivation****

- Explain your interest in the position/program.
- Connect your goals with what the organization offers.

4. ****Conclusion****

- Reiterate your enthusiasm for the opportunity.
- Mention your desire for an interview or further discussion.

Thank you for considering my application. I look forward to the possibility of contributing to [Organization/Company Name].

Sincerely,

[Your Name]