

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

[Recipient Name]
[Recipient Title]

Khan Academy

[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at Khan Academy, as advertised on [where you found the job listing]. With a strong background in [your relevant experience or field], I am excited about the opportunity to contribute to Khan Academy's mission of providing accessible education to learners worldwide.

In my previous role at [Your Previous Company/Organization], I successfully [specific achievement or responsibility related to the position]. This experience allowed me to develop [relevant skills or qualities], which I believe align well with the goals of Khan Academy. I am particularly drawn to this position because [specific reason related to the organization or job]. I admire Khan Academy's commitment to [specific value or initiative] and would be honored to be part of such a passionate team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]