

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

[Recipient's Name]
[Recipient's Title]

Khan Academy

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

Dear [Recipient's Name],

I am writing to express my enthusiasm for the [specific position or opportunity] at Khan Academy, as advertised on [where you found the listing]. With a strong background in [your field/experience] and a passion for education technology, I am excited about the opportunity to contribute to your mission of providing a free, world-class education for anyone, anywhere.

In my previous role at [Your Previous Company/Institution], I successfully [describe a relevant accomplishment or experience]. This experience honed my skills in [mention specific skills relevant to the position], making me a great fit for this role at Khan Academy.

I am particularly drawn to Khan Academy because of [mention any specific aspect of the organization or its mission that appeals to you]. I believe that [align your values with the organization's values or mission], and I am eager to be part of a team that makes a meaningful impact on learners around the world.

I have attached my resume for your review and would welcome the opportunity to discuss how my experience and vision align with the goals of Khan Academy. Thank you for considering my application. I look forward to the possibility of contributing to your inspiring work.

Warm regards,

[Your Name]