

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

[Recipient Name]  
[Recipient Title]

Khan Academy

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

Dear [Recipient Name],

I am writing to express my interest in applying for the [specific position or program] at Khan Academy. I have a strong passion for education and believe that my skills and experiences align well with the mission of Khan Academy to provide free, world-class education for anyone, anywhere.

[Briefly introduce your background and relevant experiences. Mention specific qualifications or skills that make you a strong candidate.]

I am particularly drawn to Khan Academy because [mention specific reasons related to the organization's mission, values, or a project that resonates with you]. I believe that my experience in [specific area related to the position] would allow me to contribute meaningfully to your team.

[Include a paragraph that details your accomplishments, relevant skills, or experiences that showcase your qualifications for the position.]

I would be honored to join Khan Academy in making a positive impact on learners worldwide. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]

[Your LinkedIn Profile or Website, if applicable]