

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

[Date]
[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the LWA position as advertised on [where you found the job listing]. With my background in [your field/industry] and my skills in [relevant skills], I am excited about the opportunity to contribute to [organization name].

In my previous role at [your previous employer], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with [specific skills or knowledge relevant to the LWA position], which I believe will be beneficial for [organization name].

I am particularly drawn to this position because [reason related to the organization or role]. I admire [specific quality or value of the organization], and I am eager to bring my expertise in [your expertise] to your team.

Enclosed is my resume, which provides additional details about my professional journey. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of [organization name].

Thank you for considering my application. I hope to discuss my application further in an interview.

Sincerely,
[Your Name]