

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

Dear [Recipient Name],

I am writing to express my interest in the MTA position listed on [where you found the job posting]. With my background in [your relevant experience or field], I am excited about the opportunity to contribute to [Company/Organization Name].

I have developed skills in [specific skills or experiences that relate to the job], which I believe will enable me to excel in this role. I am particularly drawn to [specific aspect of the MTA or organization] and am eager to bring my [relevant traits or skills] to your team.

I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,

[Your Name]