

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

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

Dear [Recipient Name],

[Opening Paragraph: Introduce yourself and state the purpose of your letter. Mention the position you are applying for and how you learned about it.]

[Second Paragraph: Highlight your relevant experience and skills. Provide specific examples of your qualifications and how they relate to the position.]

[Third Paragraph: Share your enthusiasm for the opportunity. Explain why you want to work for MTA and how you can contribute to their goals.]

[Closing Paragraph: Thank the recipient for their consideration. Express your desire for an interview and provide your contact information.]

Sincerely,

[Your Name]