

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

[Recipient Name]
[Recipient Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at the MTA, as advertised on [where you found the job listing]. With my background in [your field or relevant experience], I am excited about the opportunity to contribute to the MTA's mission of providing safe and efficient public transportation.

I hold a [your degree] in [your field] from [your university], and I have [number] years of experience in [relevant work/industry]. In my previous role at [your last job], I successfully [describe key responsibility or achievement relevant to the MTA position]. This experience has equipped me with the skills necessary to [mention skills related to the job].

Furthermore, I am particularly drawn to this position because [explain why you are interested in the MTA and the position]. I admire [mention specific values or goals of the MTA], and I believe my expertise in [specific skills or experiences] aligns with the MTA's commitments.

I am excited about the possibility of joining the MTA's team and contributing to innovative solutions that enhance the public transit system. I have attached my resume for your review, and I would be grateful for the opportunity to discuss my application in further detail. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the MTA's success.

Sincerely,
[Your Name]