

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position name] at the MTA, as advertised on [where you found the job listing]. With a strong background in [your field/experience relevant to the job], I am excited about the opportunity to contribute to your team and support the efficient functioning of public transportation services.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job description]. This experience has equipped me with the necessary skills to [related job responsibility or skill related to the MTA job].

I am particularly impressed by [mention something specific about the MTA, its mission, or its recent projects], and I am eager to bring my expertise in [your skills related to the job] to ensure [mention how you can contribute to the organization].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of the MTA. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]