

[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 [Job Title] position at the Metropolitan Transportation Authority (MTA) as advertised on [where you found the job listing]. With my background in [Your Field/Experience] and my commitment to providing excellent service, I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company/Organization], I successfully [mention any relevant experiences, skills, or accomplishments related to the job]. This experience has equipped me with the [specific skills relevant to the job at MTA], which I am eager to bring to the MTA.

I am particularly drawn to this position because [mention why you are interested in working for MTA or in that specific role], and I admire the MTA's commitment to [mention any relevant initiatives or values of the MTA].

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of the MTA. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,  
[Your Name]