

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

[Date]  
[Recipient Name]  
[Department]

Oakland University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position or program] at Oakland University, as advertised on [where you found the job listing]. With my background in [your field or area of expertise] and my commitment to [specific values or mission related to Oakland University], I am excited about the opportunity to contribute to [specific department or initiative].

In my previous role at [Your Previous Company/Organization], I successfully [describe a relevant experience or achievement that relates to the position]. This experience has equipped me with the skills necessary to [explain how your skills are relevant to the position]. I am particularly drawn to Oakland University because of [mention a specific program, value, or initiative that resonates with you]. I believe that my [mention key skills or experiences] would be a valuable asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of Oakland University.

Sincerely,  
[Your Name]