

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

[Hiring Manager's Name]
[Department Name]

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at Ohio State University as advertised on [where you found the job listing]. With a background in [Your Field/Area of Expertise] and a passion for [related interest or field], I am excited about the opportunity to contribute to your team.

Throughout my career, I have developed strong skills in [specific skills relevant to the job]. In my previous role at [Your Previous Company/Organization], I successfully [specific accomplishment or responsibility that relates to the new job], which resulted in [specific outcome or benefit]. I believe these experiences have prepared me well for the challenges of the [Job Title] position.

I am particularly drawn to this opportunity at Ohio State University because [specific reason related to the university or its mission]. I admire your commitment to [related values or goals of the university], and I am eager to bring my expertise in [your field] to help advance these initiatives.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the ongoing success at Ohio State University. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Warm regards,
[Your Name]