

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Program/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

1. ****Introduction****

- Briefly introduce yourself and your background.
- State the purpose of the letter: applying for the QHS program.

2. ****Interest in the Program****

- Explain what attracted you to the QHS program.
- Mention any specific aspects of the program that resonate with you.

3. ****Relevant Experience and Qualifications****

- Highlight your educational background, relevant coursework, or training.

- Discuss any relevant work or volunteer experience.
- Mention skills or attributes that make you a strong candidate.

4. ****Goals and Aspirations****

- Share your short-term and long-term goals related to the program.
- Discuss how the QHS program aligns with your career aspirations.

5. ****Closing Statement****

- Reiterate your enthusiasm for the program.
- Thank the recipient for considering your application.
- Include a statement about looking forward to the opportunity to

discuss your application further.

Sincerely,

[Your Name]