

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

Dear [Recipient's Name],

I am writing to express my interest in the RTC position advertised on [where you found the job listing] at [Company/Organization Name]. With my background in [your relevant field/experience] and my passion for [related interest], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company/Organization], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to contribute to [specific area or goal of the RTC position].

I am particularly impressed by [mention something specific about the company or its projects], and I am eager to bring my expertise in [specific skills related to the job] to help achieve [company goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the objectives of [Company/Organization Name]. I am available for an interview at your earliest convenience.

Sincerely,
[Your Name]