

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position or program] at [Organization Name] as advertised [where you found the job posting]. With a [brief statement of your qualifications or experience related to the position], I am eager to contribute my skills to your esteemed organization.

Throughout my career, I have [a brief overview of relevant experience, skills, or accomplishments]. My background in [mention any relevant field or expertise] has equipped me with the ability to [specific skill or capability], which I believe aligns well with the goals of your organization.

I am particularly drawn to [mention any specific aspect of the organization or project that appeals to you], and I am excited about the opportunity to bring my unique talents to your team. I am confident that my [mention personal traits or skills] will be beneficial in achieving [mention relevant goals or missions of the RTC].

Please find my resume attached for more details on my professional journey. I look forward to the opportunity to discuss how my experiences and vision can contribute to the continued success of [Organization Name]. Thank you for considering my application.

Warmest regards,

[Your Name]
[Attachment: Resume]