

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

[Recipient Name]
[Recipient's Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [JLO Position Name] at [Organization Name]. With my background in [Your Field/Area of Expertise] and experience in [Relevant Experience/Skills], I am excited about the opportunity to contribute to your team.

I am particularly drawn to [Specific Aspect of the Organization or Role], and I believe my skills in [Specific Skills Relevant to the Role] would be beneficial in achieving [Organization's Goals/Projects].

I have attached my resume for your consideration. I look forward to the opportunity to discuss how my background and enthusiasms align with the needs of your team.

Thank you for your time and consideration.

Sincerely,

[Your Name]