

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

Dear [Recipient Name],

I am writing to apply for the JLO position as advertised. I believe my skills and experience align well with the requirements of this role.

[Briefly explain your relevant experience or qualifications.]

I am enthusiastic about the opportunity to contribute to [Organization Name] and am looking forward to discussing my application further.

Thank you for considering my application.

Sincerely,

[Your Name]