

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [JLO position title] at [Organization Name] as advertised [where you found the job listing]. I am excited about the opportunity to contribute to your team and support [Organization's mission or relevant project].

I hold a [Your Degree] in [Your Field] from [Your University], and I have [number of years] of experience in [relevant field or skill]. My background includes [briefly highlight relevant experiences or projects], which has equipped me with the skills necessary for this role.

I am particularly drawn to this position because [mention specific reasons related to the organization or role]. I believe my experiences in [specific skills or experiences] will allow me to add value to your team.

Enclosed is my resume, which provides additional detail about my professional journey. I look forward to the possibility of discussing how I can contribute to the [Organization Name] team. Thank you for considering my application.

Sincerely,

[Your Name]

[Your LinkedIn Profile or any Relevant Professional Links] (optional)