

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Department Name]
University of California, Los Angeles (UCLA)
[Department Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at UCLA as advertised on [where you found the job listing]. With my background in [your field of expertise] and my commitment to [relevant skills or values related to UCLA], I am excited about the opportunity to contribute to your team.

I hold a [Your Degree] in [Your Major] from [Your University], and I have [number] years of experience in [relevant experience]. During my time at [Previous Job/Institution], I successfully [specific achievement or responsibility that relates to the job]. This experience has honed my [mention relevant skills or qualities] that I believe would be beneficial for this role at UCLA.

I am particularly drawn to this position because [mention specific reasons related to UCLA or the position], and I am eager to bring my expertise in [your relevant skills/experience] to your esteemed institution.

I have attached my resume for your consideration and would be thrilled to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]