

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department Name]

University of Toronto
[University Address]
[City, Province, Postal Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at the University of Toronto, as advertised on [where you found the job listing]. With my background in [your field/area of expertise] and my relevant experience at [previous institution or company], I am excited about the opportunity to contribute to the esteemed [specific department or program] at U of T.

In my previous role at [Previous Job/Institution], I successfully [mention a relevant achievement or responsibility that correlates with the job you are applying for]. My experience with [specific skills or technologies relevant to the job] has equipped me with the necessary tools to excel in a dynamic environment.

I am particularly drawn to this position at the University of Toronto because [mention a specific reason related to U of T, its values, or its goals]. I am eager to bring my passion for [your area of expertise] to your team and support [mention any relevant programs, initiatives, or research related to the position].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the continued success of the University of Toronto.

Sincerely,
[Your Name]