

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in applying for the [specific position or program] at WJC. With my background in [your field or relevant experience], I am excited about the opportunity to contribute to [specific goals or projects of WJC].

Throughout my career, I have [briefly describe relevant experience or achievements]. I am particularly drawn to WJC's mission of [mention WJC's mission or values], and I believe my skills in [mention specific skills] would be a valuable addition to your team.

I have attached my resume for your review, and I would appreciate the chance to discuss my application further. Thank you for considering my application, and I look forward to the possibility of contributing to WJC.

Warm regards,

[Your Name]

[Attachment: Resume]