

[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 applying for the [specific position or program, e.g., "WJC Fellowship"] as advertised on [where you found the opportunity]. With my background in [your field or relevant experience], I am excited about the opportunity to contribute to [mention the organization's mission or specific project].

I hold a [your degree] in [your major] from [your university], which has equipped me with [mention relevant skills or experience]. Additionally, my experience working with [relevant organizations or projects] has honed my [specific skills or attributes related to the application].

I am particularly drawn to [specific aspect of the WJC program or organization], and I believe my expertise in [mention relevant topics or skills] aligns well with your goals. I am eager to bring my [mention qualities or skills] to [WJC or organization's name] and support [mention specific aims or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how my background and passion can contribute to the [specific program or organization]. Please find my resume attached for your review.

Sincerely,
[Your Name]