

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position or program, e.g., "work learning program"] at [Company/Organization Name], as recently advertised. With my background in [your field or area of expertise], combined with my skills in [relevant skills], I believe I am a strong candidate for this opportunity.

Throughout my experience at [Previous Company/Institution], I have developed [specific skills or experiences relevant to the WL application]. My role allowed me to [describe responsibilities and achievements]. This experience has equipped me with the ability to [mention how these skills will benefit the company/organization]. I am particularly drawn to [Company/Organization Name] because [mention what you admire about the company or organization, its values, or its projects]. I am excited about the possibility of contributing to [specific project or goal of the organization] and furthering my professional growth through your esteemed program.

Enclosed with this letter, you will find my resume for your review. I would welcome the opportunity to discuss my application further and am available at your earliest convenience for an interview. Thank you for considering my application.

Sincerely,
[Your Name]