

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

[Recipient's Name]
[Recipient's Title]
[Department Name]

Washington University in St. Louis

[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in [specific position or opportunity] at Washington University in St. Louis. I believe my [relevant skills or experiences] make me a strong candidate for this role.

[Paragraph outlining your qualifications and experiences related to the position, including specific examples.]

I am particularly drawn to [mention any specific program, department, or value of WUSTL that resonates with you], and I am excited about the prospect of contributing to [specific goals or projects at WUSTL].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]