

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Department/School Name]
Washington University in St. Louis
[Department Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting] at Washington University in St. Louis. With a background in [Your Field/Area of Expertise] and a passion for [related interest or commitment], I am excited about the opportunity to contribute to [specific aspect of the department or university].

In my previous role at [Your Previous Employer], I successfully [describe a relevant accomplishment or responsibility], which [explain how it relates to the job you're applying for]. This experience has equipped me with the skills necessary to [mention key skills relevant to the job].

I am particularly drawn to this position at WUSTL because [explain why you are interested in this position and the university]. I admire [mention any relevant attributes of the university or department] and am eager to bring my [specific skills or experiences] to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of your department. Please feel free to contact me at [your phone number] or [your email] to schedule a conversation.

Sincerely,
[Your Name]