

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]

KTTC

[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] at KTTC, as advertised [where you found the job posting]. With my background in [Your Field/Expertise] and a passion for [Relevant Interest/Skill], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility], which demonstrates my ability to [relevant skill or quality]. I am particularly drawn to KTTC because [specific reason related to the company/mission/values].

I am excited about the opportunity to bring my skills in [specific skills related to the job] to KTTC and contribute to [specific goal or project of the company]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]