

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

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position or program] at ZJC, as advertised [where you found the advertisement]. With my background in [your field/area of expertise] and a passion for [related passion or interest], I believe I would be an excellent fit for your team.

Throughout my career, I have demonstrated my abilities in [mention relevant skills or experiences that relate to the position or program]. My [specific project or achievement] highlights my capability to [related skill or outcome]. I am particularly drawn to ZJC because [mention what attracts you to the organization or program], and I am excited about the opportunity to contribute to [specific goals or values of the organization].

I have attached my resume for your review and would welcome the chance to discuss how my skills and experiences align with the needs of ZJC. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

[Your Name]

[Attachment: Resume]