

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

[Recipient Name]  
[Recipient Title]  
[Department Name]

Ohio State University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position/program] at Ohio State University. With my background in [Your Field/Area of Expertise] and a strong commitment to [relevant values or goals related to the position/program], I believe I am a great fit for this opportunity.

In my previous experiences with [specific experience related to the position], I have developed skills in [relevant skills] that I am excited to bring to Ohio State University. I particularly admire [mention any specific programs, values, or initiatives at OSU], and I am eager to contribute to these efforts through [how you plan to contribute].

I hold a [Your Degree] in [Your Major] from [Your University] and have [mention any relevant certifications or achievements]. My experience with [specific project or role] has equipped me with the ability to [any key skills or attributes], which I believe will be beneficial in [role/program].

I am enthusiastic about the possibility of contributing to the [specific team or department] at Ohio State University and look forward to the opportunity to discuss how my background, skills, and interests align with the goals of your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]