

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Department/Office Name]  
Ohio State University  
[University Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position as advertised on [where you found the job posting]. With my background in [Your Field/Area of Expertise] and a passion for [relevant interest related to the job], I believe I would be a valuable addition to the team at Ohio State University.

In my previous role at [Your Previous Job/Organization], I successfully [describe a relevant achievement or responsibility that aligns with the job requirements]. This experience has equipped me with [specific skills or knowledge related to the job] which I am eager to bring to Ohio State University.

I am particularly impressed with [mention something specific about Ohio State University or the department that resonates with you], and I am excited about the opportunity to contribute to [specific goals or projects related to the job].

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

Sincerely,  
[Your Name]