

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

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at QHS as advertised on [where you found the job listing]. With my background in [your field or relevant experience], I am excited about the opportunity to contribute to your team and support the mission of QHS.

I hold a [your degree] in [your major] from [your university] and have [number] years of experience in [relevant work experience]. My previous role at [your previous employer] equipped me with [specific skills or experiences related to the job]. I am particularly drawn to this position at QHS because [reason specific to QHS or its mission].

I believe that my proficiency in [relevant skills or technologies] combined with my strong [another relevant skill or trait] would enable me to make a meaningful contribution to your team. Additionally, I am impressed by [something noteworthy about QHS], and I am eager to be a part of such an innovative and impactful organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of QHS. Please feel free to contact me at [your phone number] or [your email address] to schedule a conversation.

Sincerely,  
[Your Name]