

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

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific position or program] at [Organization/Department Name], as advertised on [where you found the listing]. With a strong background in [your field/area of expertise], I believe I would be a valuable addition to your team.

I graduated from [Your University] with a degree in [Your Degree] and have gained [number] years of experience in [relevant experience or skills]. During my time at [Previous Job/Experience], I successfully [mention a relevant achievement or responsibility], which honed my abilities in [related skills or areas].

I am particularly drawn to [specific aspect of the QJC or the organization] because [reason for your interest]. I am eager to contribute my skills in [specific skills related to the position] and am enthusiastic about the opportunity to collaborate with your talented team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Organization/Department Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]