

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Office Name]  
University of Alberta  
[University Address]  
[City, Province, Postal Code]

Dear [Recipient's Name],  
I am writing to express my interest in the [specific program, position, or opportunity] at the University of Alberta as advertised [where you found the listing]. With a background in [your field of study or profession], and a passion for [related interests], I am excited about the opportunity to contribute to [specific goals of the program or department].

In my previous role as [your most relevant job title], I [briefly describe a relevant responsibility, achievement, or project that showcases your skills]. This experience has equipped me with [mention specific skills or knowledge relevant to the position].

I am particularly drawn to the University of Alberta because of [mention any specific reason related to the university, such as programs, faculty, research opportunities]. I believe that my [highlight your qualities or experiences that align with the university's values or goals] make me a strong candidate for this position.

I am eager to bring my background in [your field or area of expertise] to [mention the specific goals or missions of the program or department]. I look forward to the opportunity to discuss how my skills and experiences align with the needs of the University of Alberta.

Thank you for considering my application. I hope to contribute to your esteemed institution and am looking forward to your positive response.  
Sincerely,

[Your Name]