

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

[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific position title] at [Company's Name] as advertised [where you found the job listing]. With my background in [relevant experience or field], I am excited about the opportunity to contribute to your team.

I have [number] years of experience in the BPO industry, where I have developed strong skills in [relevant skills or achievements]. My previous role at [Previous Company Name] honed my ability to [specific responsibilities or skills related to the position], which I believe would greatly benefit your team.

I am particularly impressed by [something notable about the company or its values], and I am eager to bring my skills in [related skills/areas] to [Company's Name]. I believe that my proactive attitude and ability to work under pressure would make me a valuable asset.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please find my resume attached for further details on my qualifications.

Sincerely,
[Your Name]