

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at GQ, as advertised on [where you found the job listing]. With a background in [your field or expertise], I am excited about the opportunity to contribute to your esteemed publication.

I have [number] years of experience in [relevant experience or skills]. My work at [previous company or relevant position] has equipped me with [specific skills or achievements relevant to the role]. I am particularly impressed by [something notable about GQ or its recent initiatives], and I believe my experience aligns well with the goals of your team.

Enclosed with this letter are my resume and [any other documents, like a portfolio, if applicable]. I am eager to discuss how my background, skills, and enthusiasms align with the vision of GQ. I am looking forward to the possibility of contributing to your team.

Thank you for considering my application. I hope to hear from you soon to discuss this exciting opportunity.

Sincerely,
[Your Name]