

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[GJ Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at GJ Company, as advertised on [where you found the job listing]. With my background in [your field/industry] and my skills in [relevant skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. I am particularly drawn to this position at GJ Company because [specific reason related to the company or role].

I would welcome the opportunity to discuss how my experience and skills can benefit GJ Company. Thank you for considering my application.

Sincerely,
[Your Name]