

[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 [where you found the job listing, e.g., on your website]. With my background in [Your Field/Industry] and a strong passion for [relevant aspect of the company or job], I am excited about the opportunity to contribute to your team.

At [Your Previous Company/Organization], I [describe a relevant experience or achievement that aligns with the job description]. This experience honed my skills in [specific skills or tools related to the job], and I am eager to bring this expertise to GJ Company.

I am particularly drawn to this position because [mention something specific about GJ Company or the role that appeals to you]. I admire [specific projects, values, or achievements of the company] and believe that my skills in [your relevant skills] would make me a valuable addition to your team.

Enclosed with this letter is my resume, which provides further detail about my professional journey. I am looking forward to the opportunity to discuss how my background and your needs align. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]