

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[GJH 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 GJH as advertised [where you found the job listing]. With a strong background in [Your Industry/Field] and a passion for [relevant skills or attributes], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience helped me develop skills in [relevant skills], which I am excited to bring to GJH. I am particularly impressed by [something notable about GJH or its mission], and I am eager to contribute to [specific goals or projects relevant to GJH].

I am a proactive problem solver with a proven track record of [another relevant achievement or skill]. I thrive in [describe work environments or scenarios that resonate with GJH], and I am confident in my ability to help GJH achieve its objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of GJH. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a discussion.

Sincerely,  
[Your Name]