

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

JGM

[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at JGM, as advertised [where you found the job listing]. With my background in [Your Relevant Experience/Field] and a passion for [specific aspect related to the company or industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [describe a relevant accomplishment or responsibility that relates to the job you are applying for]. This experience has equipped me with the skills to [mention specific skills that are relevant to the job at JGM].

I am particularly drawn to this position at JGM because [mention something specific about the company or its mission that resonates with you]. I believe my background in [specific skills or experiences] aligns well with JGM's goals, and I am eager to bring my expertise in [mention relevant skills or experiences] to your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my experience and skills can benefit JGM. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]