

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at JJ, as advertised [where you found the job listing]. With my background in [your field/industry] and a proven track record of [specific skills or accomplishments related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job]. This experience honed my skills in [specific skills related to the position], preparing me well for the challenges at JJ.

I am particularly drawn to this position at JJ because [mention a reason related to the company's values, culture, or projects]. I am eager to bring my expertise in [specific areas] to your team and help drive [specific goals or projects related to the job] forward.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of JJ.

Sincerely,  
[Your Name]