

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

JKO

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at JKO, as advertised on [where you found the job posting]. With my background in [Your Field/Industry] and a strong passion for [related interest or skill], I believe I would be a great fit for your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job]. My experience in [specific skills or technologies relevant to the job] has equipped me with [qualities or skills related to the job], making me a suitable candidate for the position.

I am particularly drawn to JKO because [mention something specific about the company that appeals to you, such as its values, projects, or culture]. I am excited about the opportunity to contribute to [specific goals or projects related to the company].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the continued success of JKO. I have attached my resume for your review.

Sincerely,

[Your Name]

[Attachment: Resume]