

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at JVC, as advertised on [where you found the job posting]. With my background in [your field/industry] and my passion for [related interest], I believe I am a strong candidate for this role.

[In this paragraph, briefly introduce your qualifications and relevant experience. Highlight specific skills or accomplishments directly related to the position.]

I am particularly drawn to this opportunity at JVC because [mention what attracts you to the company and how you align with their values or goals]. I am excited about the potential to contribute [mention how you will add value to the team or company].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. Please find my resume attached for your review.

Sincerely,  
[Your Name]