

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

LJSW

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at LJSW, as advertised on [where you found the job listing]. With my background in [your field/industry] and experience in [specific skills or experiences related to the job], I am confident that I would make a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the skills needed to [describe how your experience relates to the job at LJSW].

I am particularly drawn to this position at LJSW because [mention something specific about the company or its values that resonates with you]. I admire [specific project, value, or mission of the company], and I am eager to contribute to [how you plan to contribute].

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my skills and experiences align with the goals of LJSW.

Thank you for considering my application.

Sincerely,

[Your Name]