

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

Dear [Hiring Manager's Name],  
I am writing to express my interest in the [Job Title] position at LJC, as advertised on [where you found the job listing]. With my [relevant experience/skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company], I successfully [relevant achievement or responsibility], which enhanced my [specific skill or quality]. My background in [specific field or expertise] has equipped me with the tools to excel in this role, particularly in [mention a relevant aspect of the job description].

I am particularly drawn to this position at LJC because [specific reason related to the company's values, projects, or culture]. I admire [specific company achievement or value], and I am eager to bring my skills in [relevant skills] to support your team's efforts.

Enclosed is my resume that provides further details about my experience and accomplishments. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of LJC.

Thank you for considering my application. I hope to speak with you soon.  
Sincerely,  
[Your Name]