

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

Dear [Recipient Name],

I am writing to submit my application for [specific position] at GQ as advertised [where you found the job listing]. With my background in [your field or expertise] and a strong passion for [relevant interest], I am excited about the opportunity to contribute to your esteemed publication. Attached to this letter, you will find my resume and [any other documents you are including, e.g., portfolio, writing samples]. I am particularly drawn to GQ because [a brief reason why you admire the company or how you align with its values].

I look forward to the opportunity to discuss my application in more detail. Thank you for considering my submission.

Sincerely,
[Your Name]