

****LXL Cover Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at [Company's Name] as advertised on [where you found the job listing]. With a background in [your relevant experience or field] and a passion for [specific related interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that showcases your skills].

This experience honed my ability to [mention a relevant skill or quality], which I believe aligns well with the requirements for [the position].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its mission]. I am eager to bring my expertise in [specific skills or experiences] to enhance [specific aspect of the company or team].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,

[Your Name]