

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 multiple opportunities within [Company's Name]. I am enthusiastic about the potential to contribute to your team and am eager to apply my skills in [specific skill or area relevant to the positions].

I have a background in [your field/industry] with experience in [mention relevant experience or qualifications]. I believe my [specific strength or accomplishment] would be a valuable asset in [mention specific job roles or departments].

I have attached my resume for your review and would appreciate the opportunity to discuss how my skills and experiences align with the needs of [Company's Name]. Thank you for considering my application for these positions.

I look forward to the possibility of contributing to your esteemed company.

Sincerely,  
[Your Name]