

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the assorted positions listed on your company website, as I believe my skills and experiences align well with the needs of [Company's Name]. With a background in [Your Field/Industry], I have developed a strong foundation in [relevant skills or experiences related to the positions].

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the ability to [relate the experience to the positions being applied for].

I am particularly drawn to [Company's Name] because of [specific reason related to the company's values, culture, or projects]. I am eager to contribute to your team and help achieve [specific goals or projects of the company].

Enclosed is my resume, which provides further details about my background and accomplishments. I would welcome the opportunity to discuss how my skills can benefit [Company's Name] and fill any of the available positions.

Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company.

Sincerely,
[Your Name]