

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

Dear [Employer's Name],

I am writing to express my interest in multiple positions within your esteemed organization, including [Position 1] and [Position 2]. With a strong background in [Your Field/Industry] and a passion for [Related Skill/Interest], I believe my skills align well with the needs of your team.

In my previous role at [Previous Company], I successfully [Achievement or Responsibility that Relates to Position 1], which helped the company [Positive Outcome]. Additionally, my experience in [Related Experience for Position 2] further equips me for the challenges presented in these roles.

I am particularly impressed by [Company Name]'s commitment to [Company Value or Mission], and I am eager to contribute to your team's success. I am confident that my diverse skill set and positive attitude would be an asset to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my experiences and aspirations align with the goals of [Company Name].

Sincerely,

[Your Name]