

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your 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 multiple job openings at [Company's Name], specifically the positions of [Job Title 1] and [Job Title 2]. With my diverse skill set and experience in [Your Industry/Field], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I [briefly describe a relevant experience or accomplishment]. This experience has equipped me with [mention skills related to the job] that I believe align well with your company's goals.

I am particularly drawn to [mention something specific about the company or its projects] and am eager to bring my [specific skills or qualities] to [Company's Name]. I am excited about the opportunity to contribute and grow within your esteemed organization.

Thank you for considering my application for both positions. I look forward to the opportunity to discuss how my background, skills, and enthusiasms could be a good fit for [Company's Name].

Sincerely,  
[Your Name]