

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title 1] position, as well as the [Job Title 2] and [Job Title 3] openings listed on [where you found the job postings]. With my background in [Your Field/Industry] and experience in [relevant skills/experiences], I am excited about the opportunity to contribute to [Company Name].

In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility related to Job Title 1]. This experience honed my skills in [specific skills related to the positions]. I am particularly drawn to [Company Name] because [reason related to the company's values, culture, or mission].

Additionally, I believe my experience in [mention relevant experience for Job Title 2] and [mention relevant experience for Job Title 3] will allow me to make a positive impact on your team. I am eager to bring my skills in [specific skills] to [Company Name] and collaborate with your talented team.

I have attached my resume for your review. I would welcome the opportunity to discuss how my skills and experiences align with the needs of [Company Name] for these positions. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Warm regards,
[Your Name]