

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally express my interest in the Quality Assurance Manager position at [Company's Name] as advertised [where you found the job listing]. With [number] years of experience in quality assurance and a strong background in [mention any relevant technologies or methodologies], I am confident in my ability to contribute effectively to your team and ensure the highest standards of quality in your products/services.

In my previous role at [Your Previous Company Name], I successfully [mention a specific achievement or responsibility related to QA]. This experience has equipped me with [mention relevant skills or tools], and I am adept at [mention any specialized processes or techniques related to QA].

I am particularly drawn to this position at [Company's Name] because [mention a specific reason related to the company or its projects/values]. I believe that my dedication to quality, along with my collaborative approach and leadership skills, would be a perfect match for your team.

I am looking forward to the opportunity to discuss how I can contribute to the continuous improvement and success of [Company's Name]. Thank you for considering my application. I hope to hear from you soon to schedule a discussion.

Sincerely,

[Your Name]