Template Example:
[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 [Job Title] position at
[Company's Name] as advertised on [Where You Found the Job Posting]. With
a strong background in quality assurance and a passion for ensuring
software excellence, I am confident in my ability to contribute
effectively to your team.
In my previous role at [Your Previous Company], I successfully [mention a
relevant achievement or responsibility], which resulted in [describe the
impact or benefit]. I possess expertise in [mention relevant skills or
tools], and I have a proven track record of [mention any certifications
or qualifications].
I am particularly drawn to this position at [Company's Name] because
[mention something specific about the company or its projects]. I admire
[any specific values or accomplishments of the company], and I am eager
to bring my skills in [mention relevant skill] to your team.
Thank you for considering my application. I look forward to the
possibility of discussing how I can contribute to the continued success
of [Company's Name]. Please find my resume attached for more details on
my professional background.
Sincerely,
[Your Name]