

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

Dear [Recipient Name],

I am writing to express my interest in the Quality Assurance position at [Company Name] as advertised [where you found the job listing]. With a solid background in quality assurance methodologies and a keen eye for detail, I am eager to contribute my skills and expertise to your team. In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or task related to QA]. This experience honed my abilities in [specific QA tools or methodologies], and instilled in me the importance of maintaining high-quality standards in every phase of the project lifecycle.

I am particularly impressed by [Company Name]'s commitment to [mention something specific about the company or its projects that aligns with your values]. I believe that my proactive approach towards quality assurance, along with my experience in [specific industry or technology], will make me a valuable addition to your team.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Company Name]. Thank you for considering my application. I hope to hear from you soon.
Sincerely,

[Your Name]