

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

Dear [Employer's Name],

I am writing to express my interest in the Quality Assurance role listed on [where you found the job posting] at [Company's Name]. With a background in quality assurance and a strong commitment to enhancing product quality, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I was responsible for developing and implementing testing procedures that improved product reliability and reduced defects by [specific percentage or outcome]. My experience with [specific tools or methodologies] has equipped me with the skills needed to identify issues proactively and ensure that all products meet quality standards.

I am particularly drawn to this position at [Company's Name] because of [specific reason related to the company or role]. I admire [specific aspect of the company or its projects], and I believe my skills in [specific relevant skills] will help contribute to your team's success. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I hope to discuss my candidacy further.

Sincerely,  
[Your Name]