

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at QJLL as advertised [where you found the job listing]. With my background in [Your Field/Industry] and a strong passion for [specific aspects of QJLL's work/mission], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience has equipped me with the skills necessary to excel in the [Job Title] position, particularly in [specific skills or experiences relevant to QJLL].

I am particularly drawn to QJLL because of [specific reason related to the company's values, projects, or reputation]. I believe that my [mention relevant skills or experiences] would make a valuable contribution to your team and help support [mention one of QJLL's goals or projects].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am happy to provide any additional information needed and hope to hear from you soon.

Sincerely,  
[Your Name]