

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Quality Assurance position at [Company Name] as advertised [where you found the job posting]. With [number] years of experience in quality assurance and a proven track record in [specific skills or accomplishments], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility], which resulted in [result or impact]. I am adept at [relevant skills], and I am committed to maintaining high standards of quality and efficiency in all processes.

I look forward to the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]