

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]

IXL Learning
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally submit my application for the [specific position name] at IXL Learning as advertised on [where you found the job listing]. I am excited about the opportunity to contribute to your team's mission of enhancing educational experiences through innovative technology.

I have a background in [your field/experience], and I am particularly drawn to IXL because [mention specific reasons why you are interested in the company and role]. My experience with [specific skills or projects relevant to the job] has equipped me with the skills necessary to [mention relevant abilities related to the position].

Enclosed with this letter, you will find my resume and [any other documents requested, e.g., cover letter, portfolio]. I am eager to discuss how my skills and passion align with the goals of IXL Learning. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]