

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [specific position] at IXL, as advertised [where you found the job listing]. With my background in [your relevant experience or field], I believe I would be a great fit for your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with [specific skills or knowledge that relate to the position]. I am particularly drawn to IXL because [mention something specific about the company or its mission that resonates with you].

I am enthusiastic about the opportunity to contribute to [mention how you can add value to IXL or the specific team].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]