

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

WLEX

[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position at WLEX as advertised on [where you found the job listing]. With my background in [your field/experience] and my passion for [relevant interests related to the position], I am excited about the opportunity to contribute to your team.

I have [number] years of experience in [relevant experience or skills], and I believe my abilities in [specific skills related to the job] will allow me to make a significant impact at WLEX. I am particularly impressed by [something notable about WLEX, such as its projects, values, etc.], and I would be thrilled to bring my expertise in [your area of expertise] to your organization.

Enclosed is my resume for your consideration. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of WLEX. Thank you for considering my application.

Sincerely,  
[Your Name]