

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

Dear [Hiring Manager's Name],
I hope this message finds you well. I am writing to express my enthusiasm for the writing position at [Company's Name] as advertised on [Where You Found the Job Posting]. With a passion for storytelling and a keen eye for detail, I am excited about the opportunity to contribute to your team and to help [Company's Name] continue to engage and inspire its audience. As a graduate of [Your Degree] from [Your University], I have honed my writing skills through various projects, including [mention any relevant internships, freelance work, or personal projects]. My experience in [specific area related to the job, e.g., content creation, technical writing, marketing copy] has equipped me with the ability to adapt my writing style to suit different audiences and platforms. At [Previous Company/Project], I successfully [mention a relevant achievement or task], which resulted in [describe the positive outcome, such as increased engagement, improved clarity, etc.]. I am particularly drawn to [Company's Name] because of [something specific about the company or its projects], and I believe my background in [another relevant skill/experience] will allow me to contribute to your goals effectively.

I am excited about the possibility of being part of such a forward-thinking organization and would welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Warmest regards,
[Your Name]