

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

WXYZ Detroit

[Company Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at WXYZ Detroit, as advertised on [where you found the job listing]. With my background in [your field/industry] and a strong passion for [related interest], I am excited about the opportunity to contribute to your team. In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills or tools], demonstrating my ability to [related capability]. I believe these skills align well with the requirements of the [specific position] at WXYZ Detroit.

I am particularly drawn to WXYZ Detroit because of [mention something specific about the company or its values that resonates with you]. I am eager to bring my expertise in [your key skills or experience] to your organization and help enhance your [specific project or goal relevant to the position].

Thank you for considering my application. I look forward to the opportunity to discuss how my background and ideas can contribute to the ongoing success of WXYZ Detroit.

Sincerely,

[Your Name]