

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at Xbox as advertised on [where you found the job listing]. With a strong background in [your field/expertise] and a passion for gaming, I am excited about the opportunity to contribute to a company that is at the forefront of innovation in the gaming industry.

In my previous role at [Your Previous Company], I successfully [mention any relevant experience or achievement related to the job], which helped [explain the impact of your work]. My skills in [specific skills relevant to the job] position me well to excel in this role at Xbox.

I am particularly drawn to this opportunity at Xbox because of [specific reason related to Xbox or the position that excites you]. I believe that my experience and dedication to [mention any relevant interests or activities] align perfectly with the values and mission of Xbox.

I am eager to bring my expertise in [mention relevant skills or experiences] to the Xbox team and contribute to [mention any specific projects, initiatives, or goals related to the position]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]