

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Xerox Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introductory Paragraph: Briefly introduce yourself and the purpose of your letter.]
[Body Paragraph 1: Highlight your relevant experience and skills that align with the Xerox position you are applying for.]
[Body Paragraph 2: Discuss your understanding of Xerox's values and how you can contribute to the company's goals.]
[Closing Paragraph: Express your enthusiasm for the opportunity and your desire for an interview.]
Thank you for considering my application. I look forward to the possibility of contributing to the innovative team at Xerox.
Sincerely,
[Your Name]
[Attachment: Resume]