

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Hiring Manager's Name]  
Xerox Corporation  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at Xerox, as advertised on [where you found the job posting]. With a strong background in [Your Field/Industry] and a proven track record of [specific skills or achievements relevant to the position], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I was responsible for [specific duties or projects], which allowed me to develop [specific skills or experience related to the job]. I am particularly impressed by Xerox's commitment to [value or initiative of the company], and I believe my expertise in [specific area] could help enhance your efforts in this direction.

I am eager to bring my background in [relevant skills] and my passion for [related interests] to Xerox. I am confident that my proactive approach and strong problem-solving abilities would make me a valuable asset to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to Xerox's success. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Warm regards,

[Your Name]