

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [XJ Role] position at [Company's Name] as advertised [where you found the job listing]. With a background in [your relevant experience or education], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant responsibility or achievement]. This experience has equipped me with the skills necessary to excel in the [XJ Role] position, including [list specific skills or knowledge relevant to the job].

I am particularly drawn to [Company's Name] because [mention something specific about the company or team that appeals to you]. I am eager to bring my expertise in [specific skills related to the XJ Role] to your organization and collaborate with your team to [mention a relevant company goal or project].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name].

Sincerely,
[Your Name]