

[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 [XL Position Title] at [Company's Name], as advertised [where you found the job listing]. With a background in [your field/industry] and [number] years of experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the XL position]. This experience has equipped me with the skills required to excel in the [XL Position Title] role, including [list relevant skills or experiences]. I am particularly drawn to [Company's Name] because [specific reason related to the company or its values], and I am eager to bring my expertise in [relevant skills or experience] to help achieve [Company Goals/Values].

Thank you for considering my application. I would appreciate the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team. I look forward to the possibility of discussing my application in more detail.

Sincerely,
[Your Name]