

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [XL Position Title] position as advertised on [where you found the job posting]. With a [Your Degree/Qualification] in [Your Field] and [Number] years of experience in [related field or industry], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the skills required for the [XL Position Title] role, including [list relevant skills or experiences].

I am particularly drawn to this position at [Company's Name] because [mention what attracts you to the company or position]. I believe that my expertise in [specific area or skill] would be a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Company's Name]. I am available at your convenience for an interview.

Sincerely,
[Your Name]