

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

Xtra.co.nz

[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at Xtra.co.nz, as advertised on [where you found the job listing]. With my background in [your field/industry] and a strong passion for [related interests or values], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with [skills or attributes related to the job]. I am particularly drawn to this position at Xtra.co.nz because [mention a specific reason related to the company or its mission].

I believe my [skill/experience] aligns well with the requirements of the [Job Title] role. I am particularly adept at [specific skill or experience], and I am eager to bring this expertise to your team.

I am looking forward to the possibility of discussing my application in more detail. Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]