

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [Job Title] position at YVR as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and strong skills in [Relevant Skills], I believe I would make a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant experience or achievement]. This experience honed my ability to [mention relevant skills or abilities related to the job], which I understand is crucial for the [Job Title] position at YVR.

I am particularly drawn to this opportunity because [mention a specific reason you want to work at YVR, such as its reputation, values, or projects]. I am eager to contribute my skills and expertise to help YVR achieve [mention specific goals or values of the company].

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail. Please find my resume attached for your review. I am happy to provide any further information required.

Sincerely,

[Your Name]

[Attachment: Resume]