

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at LG Company, as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and a strong commitment to [particular skills or values related to the company], 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 related to the job], which resulted in [quantifiable outcome or impact]. My experience in [related skills or tools] aligns well with the requirements of the position at LG Company. I am particularly drawn to this role because [mention something specific about LG Company that attracts you, such as innovation, culture, or values]. I believe my skills in [mention relevant skills] will enable me to [how you can contribute to the company or the position].

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills can contribute to the innovative work at LG Company.

Sincerely,  
[Your Name]