

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at ZJX as advertised on [where you found the job listing]. With my background in [your field/industry] and relevant experience in [specific skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe an accomplishment or responsibility that relates to the job]. This experience has equipped me with a strong skill set in [mention relevant skills] and a deep understanding of [mention any relevant industry knowledge].

I am particularly drawn to this position at ZJX because [mention what you find appealing about the company or the role]. I admire [something specific about the company or its values] and believe my skills and passion align closely with your team's needs.

I would be thrilled to bring my expertise in [specific area or skill] to ZJX and contribute to [mention any specific goals or projects the company is involved with]. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can align with the objectives of your team.

Thank you for considering my application. I hope to speak with you soon to discuss my application in more detail.

Sincerely,  
[Your Name]