

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 [Position Title] at Zurich, as advertised [where you found the job listing]. With my background in [Your Field/Area of Expertise], I believe I am well-equipped to contribute to your team.

In my previous position at [Your Previous Company], I [describe a relevant experience, skill, or achievement related to the job]. This experience has enhanced my abilities in [relevant skills or tools], which I understand are important for the role at Zurich.

I am particularly drawn to this position because [explain why you want to work for Zurich and how it aligns with your career goals]. I admire [mention any known values or projects of Zurich that resonate with you]. I would welcome the opportunity to discuss further how my skills and experiences can benefit Zurich. Thank you for considering my application. I look forward to hearing from you.

Sincerely,  
[Your Name]