

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in [specific position] at QVC, as advertised on [where you found the job listing]. With my background in [your field or experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention any relevant achievements or responsibilities]. This experience has equipped me with the skills to [mention specific skills relevant to the position].

I am particularly drawn to QVC because [mention what you admire about the company or how your values align]. I believe that my expertise in [specific skills/knowledge] will enable me to [explain how you will contribute to the team or company].

I am looking forward to the possibility of discussing how I can contribute to the ongoing success of QVC. Thank you for considering my application.

Sincerely,
[Your Name]