

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at QVC, as advertised [where you found the job listing]. With [number] years of experience in [your field/industry] and a proven track record of [mention specific skills or achievements relevant to the position], I am excited about the opportunity to contribute to QVC's success.

In my previous role at [Your Previous Company], I [describe a relevant responsibility or achievement], which resulted in [describe the impact of your contribution]. My background in [mention specific skills or experiences that relate to the job] aligns well with QVC's mission to [mention the company's goals or values], and I am eager to bring my expertise in [mention any relevant software, systems, or processes] to your team.

I am particularly drawn to this position because [explain why you want to work at QVC specifically]. I believe my ability to [mention a key skill or quality related to the job] will enable me to thrive in this environment and support QVC in delivering exceptional [products/services] to its customers.

I would welcome the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to QVC's continued success.

Sincerely,
[Your Name]