

[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 [specific position] at Xumo, as advertised on [where you found the job listing]. With my background in [your field/industry], and my passion for [relevant passion/interest related to the position], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I [describe a relevant responsibility, achievement, or project], which prepared me well for the challenges of the [specific position]. My experience in [list relevant skills or technologies] has honed my abilities to [explain how your skills relate to the job description].

I am particularly drawn to this position at Xumo because [mention one or two specific reasons related to the company or its projects]. I admire [something specific about Xumo, such as company values, projects, or innovations], and I am excited about the possibility of contributing to [specific goals or projects at Xumo].

Enclosed is my resume, which provides further detail about my qualifications. I would love the opportunity to discuss how my experience and skills can contribute to the innovative work at Xumo. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]