

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and a proven record of [Your Key Achievements/Skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific accomplishment or responsibility]. This experience honed my abilities in [relevant skills or areas related to the job], allowing me to [how these skills can benefit the new company].

I am particularly drawn to this position at [Company's Name] because [reason you are interested in the company/role]. I admire [something specific about the company or its mission], and I believe my skills in [related skills] would make me a great fit for your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the continued success of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,  
[Your Name]