

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and experience in [Relevant Skills/Experience], I am excited about the opportunity to contribute to [Company's Name].

I have [Brief Description of Your Qualifications/Experience]. I am particularly drawn to [Company's Name] because [Reason for Interest in the Company/Position]. I believe my skills in [Specific Skills/Strengths] will add value to your team.

I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,
[Your Name]