

[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 at [Company's Name] as advertised [where you found the job listing]. With a strong background in [your field/industry] and [number of years] years of experience in [specific skills or expertise relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that showcases your skills], resulting in [specific outcome or impact]. This experience honed my abilities in [specific skills], which I believe align perfectly with the requirements of the [Job Title] role.

I am particularly drawn to [Company's Name] because [mention something specific about the company that excites you or aligns with your values]. I admire your commitment to [specific value or mission of the company] and would love to bring my expertise in [related skill] to further enhance your team's success.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company's Name]. I hope to connect soon to explore how I can contribute to your team.

Sincerely,
[Your Name]