

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 listed at [Company Name]. With my background in [Your Field/Industry] and experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention any relevant achievements or responsibilities]. This experience has honed my skills in [mention relevant skills], which I believe will be beneficial for the [Job Title] position.

I am particularly drawn to [Company Name] because [mention why you admire the company or how your values align with theirs]. I am eager to bring my expertise in [specific skills or knowledge] to [Company Name] and help in [mention any specific goals or projects related to the job].

Enclosed is my resume, which provides further details about my education and experience. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of your team.

Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,
[Your Name]