

[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's Name]. With my background in [Your Field/Industry] and [number] years of experience in [specific skills or roles relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with [mention skills or knowledge relevant to the new role], which I believe will be beneficial for [Company's Name] in achieving its goals. I am particularly drawn to this position because [mention why you are interested in the company or role]. I am excited about the opportunity to [describe how you can contribute to the company or team].

I have attached my resume for your review and would appreciate the opportunity to discuss my application further. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]