

[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 on [where you found the job listing] at [Company's Name]. With a background in [Your Field/Industry] and a proven record of [mention any relevant achievements or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant responsibility, achievement, or project]. This experience honed my skills in [specific skills related to the job], enabling me to make a meaningful impact at [Company's Name].

I am particularly drawn to this position at [Company's Name] because [mention what you find appealing about the company or role]. I admire [something specific about the company or its products/services], and I am eager to bring my expertise in [your skills] to help [Company's Name] achieve its goals.

Thank you for considering my application. I look forward to the opportunity to discuss my application further. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]