

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and [Number] years of experience in [specific skill or area], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job description]. This experience honed my skills in [related skills] and prepared me to tackle the challenges of the [Job Title] position.

I am particularly drawn to [Company Name] because [mention something specific about the company or its values that resonates with you]. I admire [specific aspect or project of the company], and I am eager to bring my expertise in [your expertise] to your team.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]