

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Expertise] and a strong commitment to [Relevant Skills or Values], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [specific skills or areas relevant to the job], and I am eager to bring this expertise to [Company's Name].

I am particularly drawn to this role at [Company's Name] because of [something notable about the company or its projects/values]. I am excited about the opportunity to contribute to [specific goal or project related to the company].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I can be reached at [Your Phone Number] or [Your Email] to schedule a conversation.

Warm regards,  
[Your Name]