

[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 at [Company's Name] as advertised [where you found the job listing]. I have attached my resume and [any other attachment, e.g., cover letter, portfolio, references] for your review.

[Paragraph 1: Brief introduction and your enthusiasm for the position.]

[Paragraph 2: Highlight your relevant skills and experiences tailored to the job.]

[Paragraph 3: Mention any additional information or connections to the company.]

I appreciate your consideration and look forward to the opportunity to discuss my application further.

Thank you for your time.

Sincerely,

[Your Name]

[Attachments: Resume, Cover Letter, etc.]