

[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 as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my skills in [Relevant Skills/Experience], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. This experience taught me [What You Learned/Skill Developed] and has prepared me well for the challenges of the [Job Title] role at [Company's Name].

I am particularly drawn to this position because [Reason Why You Are Interested in the Job/Company]. I admire [Company's Notable Quality or Achievement] and am eager to bring my expertise in [Specific Skills Relevant to the Job] to your team.

Enclosed is my resume, which provides additional details about my background and accomplishments. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]