

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

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position listed on [Where You Found the Job Posting]. With my background in [Your Field or Expertise] and my experience in [Specific Skills or Experiences Related to the Job], I am excited about the opportunity to contribute to [Company's Name] as part of your remote team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that aligns with the job]. This experience taught me [mention any relevant skills or lessons], which I believe will be valuable for [Company's Name].

I am particularly drawn to this position because [reason specific to the job or company]. I admire [Company's Name] for [something you appreciate about the company or its mission], and I am eager to bring my skills in [mention relevant skills] to your team.

As a remote worker, I prioritize effective communication and self-discipline. I have successfully collaborated with remote teams through [mention any relevant collaboration tools or techniques], ensuring that projects are completed on time and to specification.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name] as a remote [Job Title].

Sincerely,
[Your Name]