

[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 at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and a proven record of [Specific Achievement or Skill], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Previous Company], I successfully [Specific Task or Achievement], which resulted in [Positive Outcome]. This experience equipped me with the skills necessary to excel in [Job Title] as it relates to [Relevant Responsibility from Job Description].

I am particularly drawn to this position at [Company's Name] because [Specific Reason Related to the Company or Role]. I admire [Company's Mission or Value] and am eager to bring my expertise in [Your Skills/Experience Related to the Job] to contribute to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my application further. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]