

[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 on [where you found the job listing]. With a background in [Your Field/Industry] and [number] years of experience in [specific skills or responsibilities relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job you are applying for]. This experience honed my skills in [skill(s) relevant to the new job] and taught me the importance of [related insight or lesson].

I am particularly impressed by [something specific about the company or its projects], and I believe that my expertise in [related skill/experience] aligns perfectly with the goals of your team. I am excited about the opportunity to bring my unique skills to [Company's Name] and contribute to [specific project, value, or mission of the company].

Enclosed is my resume, which provides further details about my career history and accomplishments. I look forward to the opportunity for us to discuss how I can contribute to the innovative work at [Company's Name]. Thank you for considering my application. I hope to speak with you soon.
Sincerely,

[Your Name]