

[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 listed at [where you found the job posting]. With a background in [Your Field/Industry] and [number] years of experience in [specific skills or roles], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that illustrates your qualifications for the job]. This experience has equipped me with the skills necessary to [explain how your experience relates to the new position].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its projects that interests you]. I believe my [relevant skills or experiences] would be a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule an interview.

Sincerely,
[Your Name]