

[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 [where you found the job posting]. With a solid background in [Your Field/Industry] and [X years] of experience, I am confident in my ability to contribute effectively to your team. In my previous role at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], enabling me to [describe a relevant outcome or success].

I am particularly drawn to this position at [Company's Name] because [mention what you admire about the company or its projects, and how it aligns with your professional goals]. I believe that my expertise in [specific skill or experience related to the job] would add significant value to your team.

I have attached my resume for your review. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]