

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 on [where you found the job posting] at [Company's Name]. With a background in [Your Field/Industry] and extensive experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility], which resulted in [quantifiable outcome or impact]. This experience has equipped me with a solid foundation in [specific skills or tools relevant to the job], specifically [mention any key requirements from the job description].

I am particularly drawn to this position at [Company's Name] because of [mention something specific about the company or its projects that appeals to you]. I admire [Company's values, mission, or achievements], and I believe that my skills in [specific skills] align well with your team's goals.

I am excited about the possibility of bringing my unique expertise in [relevant skill or experience] to [Company's Name]. 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. I hope to discuss my candidacy further in an interview.

Sincerely,  
[Your Name]