

[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 at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and [Number] years of experience in [Relevant Skills or Areas], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe an achievement or responsibility relevant to the job you're applying for]. This experience has equipped me with [specific skills or insights related to the new position], which I believe align well with the objectives of [Company's Name].

I am particularly drawn to this position because [mention why you are interested in this company or role]. I admire [something specific about the company or its mission] and would be thrilled to bring my skills in [specific skills] to your team.

Enclosed is my resume that further details my qualifications. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can be in line with the goals of [Company's Name]. Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,
[Your Name]