

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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]. With a background in [Your Field/Industry] and [number] years of experience in [specific skills or roles relevant to the job], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Last Company], I successfully [describe a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [relevant skills], making me a strong candidate for this position.

I admire [specific detail about the company or its values], and I am eager to bring my expertise in [specific skills or experiences] to your team. I am particularly drawn to [mention any specific projects, initiatives, or aspects of the company that interests you].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company's Name].

Sincerely,  
[Your Name]