

[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 at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my skills in [Specific Skills Related to the Job], I believe I would be a valuable addition to your team at [Company's Name]. In my previous position at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. This experience honed my abilities in [Related Skills or Experiences], which I am eager to bring to [Company's Name].

I am particularly drawn to this position because [Explain Why You Are Interested in the Job/Company]. I admire [Company's Name] for [Specific Reasons Related to the Company or Its Mission], and I am excited about the opportunity to contribute to such innovative work.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a convenient time for an interview.

Sincerely,
[Your Name]