

[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 at [Company Name]. With my background in [Your Field/Industry] and skills in [Key Skills or Qualifications], I believe I am well-suited for this role. I have [X years of experience] in [Relevant Experience or Industry], where I achieved [Specific Achievement or Responsibility]. I am particularly drawn to this opportunity at [Company Name] because [Reason for Interest in the Company or Position].

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Thank you for considering my application.

Sincerely,

[Your Name]