

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 [Where You Found the Job Posting]. With my background in [Your Field/Industry], along with my skills in [Relevant Skills], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [Briefly Describe an Achievement or Responsibility Relevant to the Job], which enhanced my ability to [Relevant Skill or Experience]. I am particularly drawn to this position at [Company's Name] because [Reason Why You Are Interested in the Company/Role].

I am enthusiastic about the opportunity to bring my unique skills to [Company's Name] and contribute to [Mention Any Specific Goal or Project Related to the Company]. I have attached my resume for your review and would welcome the chance to discuss how my experiences align with the goals of your team.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]