

[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 at [Company's Name], as advertised [where you found the job listing]. With my background in [your field or expertise] and my experience in [a relevant skill or previous job function], I am excited about the opportunity to contribute to your team.

I believe my skills in [specific skills relevant to the job] will help enhance [specific aspect of the company or team]. I have attached my resume for your review and would appreciate the opportunity to discuss how I can add value to [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]