

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [your relevant experience or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job]. This experience honed my ability to [related skill or quality], which I believe aligns well with the goals of [Company Name].

I am particularly drawn to this position at [Company Name] because [specific reason related to the company's mission, values, or projects]. I admire [something noteworthy about the company], and I am eager to bring my expertise in [your relevant experience] to help drive [specific goal or project related to the job].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email].

Sincerely,
[Your Name]