

[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 [specific position title] at [Company's Name] as advertised [mention where you found the job listing]. With a background in [your field/industry] and proven skills in [specific skills related to the job], I am excited about the opportunity to contribute to your team.

During my previous experience at [Your Previous Company Name], I successfully [mention a relevant achievement or responsibility that aligns with the job]. This experience honed my abilities in [mention relevant skills or qualities], which I believe would be beneficial for [Company's Name].

I am particularly impressed by [mention something specific about the company or its projects/values] and I am eager to bring my expertise in [specific area of expertise] to your team. I am confident that my [mention any relevant qualifications or experiences] will allow me to effectively contribute to [specific goals or projects related to the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company's Name]. I am excited about the possibility of joining your team and contributing to [mention a specific goal or project].

Sincerely,  
[Your Name]