

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 BP as advertised [where you found the job posting]. With [number] years of experience in [your field/industry], and a proven track record of [specific achievements or skills relevant to the position], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that aligns with BP's goals]. This experience has equipped me with valuable skills such as [mention specific skills], which I believe will be beneficial for the [Job Title] position.

I am particularly drawn to BP because of [mention any specific reason related to BP's values, projects, or initiatives that resonate with you]. I am eager to bring my expertise in [your area of expertise] to your esteemed company and help achieve [mention a specific goal or mission of BP related to the position].

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of BP. I would be thrilled to be a part of your team and contribute to [mention any relevant project or value of BP].

Sincerely,  
[Your Name]