

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Hiring Manager

BP

[Company Address]  
[City, State, Zip Code]

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting] at BP. With a background in [Your Field/Technical Area] and [number] years of experience in [related experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific accomplishment or responsibility], which enhanced my ability to [related skill relevant to the position]. My educational background in [Your Degree or Certification] further equips me with a strong foundation in [relevant technical skills or knowledge].

I am particularly drawn to this role at BP because [specific reason related to the company or position], and I believe my skills in [mention specific skills or tools relevant to the job] will enable me to make a positive impact on your projects.

I look forward to the opportunity to discuss how I can contribute to BP's innovative initiatives. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Name]