

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Expertise] and a strong commitment to [Relevant Skills/Values], I am excited about the opportunity to contribute to BP's success.

In my previous role at [Your Previous Company], I [Describe a Relevant Achievement or Responsibility]. This experience honed my skills in [Skill Related to Job Description], which I believe is crucial for this position at BP.

I am particularly drawn to this role because [Specific Reason Related to BP or the Position]. I admire BP's commitment to [Company Value or Project] and would be honored to be part of a team that is [Impact of Work done by BP].

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of BP. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]