

[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 [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and [Number] years of experience in [Relevant Skills or Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [mention a specific achievement or responsibility relevant to the job]. This experience has equipped me with [mention skills or abilities that relate to the job requirements], which I believe align perfectly with the goals at [Company's Name].

I am particularly drawn to [Company's Name] because [mention something specific you admire about the company or its projects]. I am eager to bring my expertise in [specific skills or knowledge related to the job] to [address a specific challenge or opportunity the company is facing].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,
[Your Name]