

[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 listed at [Company's Name]. With my background in [Your Field/Industry] and experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to your team.

At [Previous Company/Position], I successfully [Briefly describe a relevant achievement or duty that relates to the job], which honed my skills in [Related Skill]. I am particularly drawn to this position at [Company's Name] because [Reason you are interested in the company or position].

I am confident that my [Mention any specific skills or experiences that make you a good fit] would add value to your team. I am looking forward to the opportunity to discuss how I can contribute to your continued success.

Thank you for considering my application. I hope to discuss my application further in an interview.

Sincerely,  
[Your Name]