

[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 [Specific Position] at [Company Name] as advertised [where you found the job listing]. With my background in [your field/industry], I am excited about the opportunity to contribute to your team.

I have [number] years of experience in [relevant experience or skills related to the position]. In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to excel in the [Specific Position].

I am particularly drawn to this position because [mention what attracts you to the company or position]. I believe my skills in [list relevant skills or experiences] will add value to your team and help [Company Name] achieve its goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,  
[Your Name]