

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 posting]. With my background in [your field/industry] and a strong passion for [relevant interest or field], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [specific skills related to the job] and taught me the importance of [related lesson or value].

I am particularly impressed by [mention something notable about the company or its projects], and I am eager to contribute my expertise in [related area] to help achieve [Company Name]'s goals.

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.

Sincerely,
[Your Name]