

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 on [Where You Found the Job Posting] at [Company's Name]. With my background in [Your Field/Industry] and expertise in [Relevant Skills or Experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable outcome or impact]. This experience equipped me with a strong foundation in [relevant skills or knowledge related to the job] that I believe will be beneficial to [Company's Name].

I am particularly drawn to this position because [specific reason related to the company or role]. I admire [what you admire about the company or its values], and I am eager to bring my skills in [specific skills related to the job] to help [Company's Name] achieve [specific goal or project].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can contribute to the continued success of [Company's Name]. I am available at your convenience for an interview.

Sincerely,  
[Your Name]