

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. With my [relevant experience or education], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with [mention relevant skills or knowledge], which I believe align well with the requirements of the [Job Title] position.

I am particularly attracted to this opportunity at [Company's Name] because [mention what you admire about the company or how it aligns with your career goals]. I am eager to bring my expertise in [list specific skills or areas of knowledge] to your organization and collaborate with your team to achieve [mention any relevant company goals or projects]. Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and experiences can benefit [Company's Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]