

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position at [Company/Organization Name] as advertised on [where you found the job listing]. With a background in [Your Field/Area of Expertise] and a passion for [related interest related to the position], I am excited about the opportunity to contribute to your team.

I hold a [Your Degree] in [Your Major] from [Your University] and have [X years] of experience in [related work experience]. During my time at [Previous Company/Organization], I successfully [describe a relevant experience or achievement that highlights your qualifications]. This experience equipped me with the skills needed to [mention a key responsibility or requirement from the job description].

I am particularly drawn to this position at [Company/Organization Name] because [explain why you are interested in the company/organization and how it aligns with your career goals]. I admire [mention any specific project, value, or initiative of the organization] and believe my skills in [mention relevant skills] can significantly contribute to [related goal or project].

Enclosed is my resume, which provides further detail about my professional journey. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]