

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 at [Company's Name] as advertised on [where you found the job posting]. With my background in [your field/industry] and my [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant experience, achievement, or responsibility that aligns with the job you are applying for]. This experience honed my skills in [specific skills related to the job], enabling me to [mention any results or successes from your previous work].

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its projects that attracts you]. I admire [mention any company values or missions that resonate with you], and I am eager to contribute to [specific goals or projects of the company].

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

Warm regards,

[Your Name]  
[Attachment: Resume]