

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your 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 at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and my experience in [Relevant Skills/Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to [relate skills back to the job description]. I am particularly drawn to this position because [reason that connects your background to the company's mission or goals].

I am confident that my [mention any specific skills or qualities relevant to the job] will allow me to make a valuable contribution to [Company's Name]. I look forward to the opportunity to discuss how my background and skills align with the needs of your team.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]