

[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 at [Company's Name]. With my background in [Your Field/Industry] and my experience in [Relevant Experience/Skills], I am confident in my ability to contribute effectively to your team.

During my time at [Previous Company/Organization], I successfully [mention a relevant achievement or responsibility that aligns with the job description]. This has equipped me with a strong skill set that I believe would be beneficial for [Company's Name].

I am particularly drawn to this role because [mention why you are interested in the job/company]. I admire [something notable about the company or its projects], and I am eager to bring my expertise in [mention a specific skill or area] to your esteemed organization.

I have attached my CV for your review, and I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]