

[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 strong interest in the [Job Title] position at [Company's Name], as advertised on [Where You Found the Job Listing]. With a background in [Your Field/Industry] and a passion for [Specific Aspect Related to the Job], I believe I am well-equipped to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility], which resulted in [Quantifiable Result or Impact]. This experience honed my skills in [Relevant Skill or Quality], and I am eager to bring this expertise to [Company's Name].

I am particularly drawn to [Company's Name] because of [Something Specific About the Company or Its Projects/Values], and I am excited about the opportunity to [What You Aim to Accomplish in the Role]. I am confident that my unique abilities will complement your team and drive [Company's Name] toward its goals.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team.

Sincerely,
[Your Name]