

[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 interest in the [Job Title] position at [Company's Name], as advertised [where you found the job listing]. With a background in [Your Field/Industry] and [Number] years of experience in [specific skills or job responsibilities related to the position], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility relevant to the job], which resulted in [positive outcome or impact]. I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or its projects/values].

I am confident that my skills in [specific skills] and my passion for [related field or industry] make me a suitable candidate for the [Job Title] role. I would love the opportunity to bring my unique expertise to [Company's Name] and help drive [specific goal or project relevant to the position].

Thank you for considering my application. I look forward to the possibility of discussing how my experience and vision align with the goals of [Company's Name].

Sincerely,
[Your Name]