

[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 potential job openings at [Company's Name]. With my background in [Your Field/Industry] and relevant experience in [specific skills or experiences], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility that relates to the company/industry]. I am particularly drawn to [Company's Name] because [mention something specific about the company that attracts you].

I am eager to bring my expertise in [specific skills or areas of knowledge] to [Company's Name] and contribute to [mention a goal or project relevant to the company]. I would love the opportunity to discuss how my background and skills align with the needs of your team.

Thank you for considering my letter of interest. I look forward to the possibility of discussing available opportunities with you.

Sincerely,  
[Your Name]