

[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 the [Job Title] position listed at [Where You Found the Job Posting] on [Date]. With my background in [Your Field/Area of Expertise] and [Number] years of experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills or tools relevant to the job], which I believe will be beneficial to your team at [Company's Name].

I am particularly drawn to this position because [mention what attracts you to the company or role], and I am eager to bring my expertise in [mention another relevant skill or experience] to contribute to [Company's Name]'s goals.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]