

[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 at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and experience in [specific skills or job experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [briefly describe a relevant achievement or responsibility]. This experience honed my [mention relevant skills] and deepened my understanding of [related industry knowledge].

I have attached my resume for your review. I am eager to discuss how my skills and experiences can align with the goals of [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]

[Attachment: Resume]