

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and experience in [specific skills or relevant experiences], I am excited about the opportunity to contribute to your team.

At [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which honed my skills in [related skill/experience]. I am particularly drawn to [specific aspect of the company or position that excites you], and I believe my expertise in [specific skills or experiences] would align well with your goals. I am eager to bring my [specific skills or qualities] to [Company Name] and support your mission of [company's mission or values].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]