

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. With a background in [Your Field/Expertise] and a passion for [Industry/Company's mission], I believe I am well-suited for this role.

In my previous position at [Your Last Company], I [mention a relevant achievement or responsibility]. This experience honed my skills in [relevant skills] and reinforced my commitment to [related professional goal or value].

I am particularly drawn to [Company Name] because [specific reason related to the company or its projects]. I am excited about the opportunity to contribute to your team and help achieve [Company's goals or projects].

Thank you for considering my application. I look forward to discussing how my skills and experiences align with the needs of your team.

Sincerely,
[Your Name]