

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position name] at [Company/Organization Name], as advertised on [where you found the job listing]. With a background in [your field/industry] and a passion for [related interest or cause], I am excited about the opportunity to contribute to your team.

Throughout my career, I have gained valuable experience in [specific skills or experiences relevant to the position]. My time at [Previous Company/Organization Name] allowed me to [describe a relevant achievement or responsibility], which I believe aligns well with the goals of [Company/Organization Name].

I am particularly drawn to this opportunity because [specific reason related to the company's mission, values, or projects]. I am eager to bring my skills in [specific skills] to your team and help [Company/Organization Name] achieve [specific goal or initiative].

Thank you for considering my application. I look forward to the opportunity to discuss how my experiences and vision align with the goals of [Company/Organization Name]. Please feel free to contact me at [your phone number] or [your email] to schedule a conversation.

Sincerely,  
[Your Name]