

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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]. With my background in [Your Field/Industry] and my skills in [Skill 1, Skill 2, Skill 3], I am confident that I would be a valuable addition to your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility]. This experience has equipped me with a solid foundation in [related field or skills relevant to the new job], which I believe is essential for contributing positively to your organization.

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its goals that appeals to you]. I am eager to bring my expertise in [Your Field/Skill] to your team and aid in [specific goals or projects the company is pursuing].

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. I would appreciate the chance to interview at your convenience.

Sincerely,

[Your Name]

[Attachment: Resume]