

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

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and a proven track record of [Your Key Skills or Achievements], I believe I am a strong candidate for this role.

In my previous role at [Your Previous Company], I successfully [describe relevant experience or accomplishment that relates to the job you're applying for]. This experience has equipped me with the skills necessary to excel in the [Job Title] position at [Company's Name].

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am excited about the prospect of contributing to your team and bringing my expertise in [specific skills or experiences relevant to the job] to help achieve [Company's Name]'s goals.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a conversation.

Warm regards,
[Your Name]