

[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 at [Company Name] as advertised on [Where You Found the Job Posting]. With a strong background in [Your Field/Industry] and a passion for [Specific Interest Related to the Job or Company], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility], which resulted in [Impact or Outcome]. This experience honed my skills in [Specific Skills Related to Job], and I am eager to bring my expertise to [Company Name]. I am particularly drawn to this position at [Company Name] because [Explain Why You Are Interested in This Company or Position]. I admire [Something Specific About the Company or Its Projects/Values], and I am enthusiastic about the possibility of working in such an innovative environment.

Enclosed is my resume, which provides further detail about my education and experience. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I look forward to the possibility of contributing to the success of [Company Name].

Sincerely,
[Your Name]