

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[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 listing]. With my [number] years of experience in [your field/industry], particularly in [specific skills or areas relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or project related to the job]. This experience honed my skills in [relevant skills], which I believe align closely with the requirements of the [Job Title] role. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects/values].

I am eager to bring my expertise in [skill/experience] to [Company's Name] and am confident in my ability to [how you will contribute to the team or company]. I would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of [Company's Name].

Thank you for considering my application. I hope to discuss my application further in an interview. I look forward to the possibility of working together.

Warm regards,

[Your Name]