

[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 at [Company's Name] as advertised on [where you found the job listing]. With my background in [your field/industry] and [number] years of experience in [specific skills or relevant experience], I am confident in my ability to contribute effectively to your team.

In my previous role as [Your Last Job Title] at [Your Last Company], I successfully [mention a relevant achievement or responsibility that aligns with the job description]. This experience honed my skills in [specific skills relevant to the job]. I am particularly drawn to this position at [Company's Name] because [mention why you are interested in this company or role].

I am excited about the opportunity to bring my expertise in [mention any relevant skills or experiences] to your esteemed company and help [Company's Name] achieve its goals. I have attached my resume for your review, and I look forward to the possibility of discussing my application in further detail.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]