

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Field/Expertise] and my passion for [related interest or industry], I believe I am a strong candidate for this role. In my previous position at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience honed my skills in [related skills] and further developed my ability to [related ability].

I am particularly drawn to this opportunity at [Company Name] because [reason specific to the company or role]. I admire [something notable about the company] and am excited about the possibility of contributing to [specific project or aspect of the company].

Enclosed is my resume, which provides additional details about my experience and qualifications. I look forward to the opportunity to discuss how my skills can benefit [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]