

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

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position listed at [where you found the job posting] for [Company Name]. With a strong background in [Your Industry/Field], I am excited about the opportunity to contribute to your team while working remotely.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility] which honed my skills in [relevant skills]. I am particularly drawn to this position because [mention something specific about the company or role that excites you]. I have a proven ability to [mention another relevant skill or experience], and I thrive in remote work environments. My experience with [specific tools or technologies related to the job] has equipped me to deliver high-quality results while collaborating with team members across different locations.

I would love the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am eager to provide further insight into my qualifications.

Warm regards,
[Your Name]