

[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 at [Company Name] as advertised on [where you found the job posting]. With a background in [Your Field/Industry] and [number] years of experience in [specific skills or technologies], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or project that illustrates your skills]. This experience honed my expertise in [specific skills], and I am eager to bring this knowledge to [Company Name].

I am particularly drawn to [Company Name] because of [mention something specific about the company or its projects that resonates with you]. I admire how [specific aspect of the company] and believe my skills in [mention relevant skills] would be a valuable addition to your team.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]