

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 [specific job title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [your industry/field] and my passion for [specific interest related to the job or company], I believe I am an excellent fit for this role.

In my previous position at [Your Previous Company], I [describe a relevant experience or achievement that relates to the job you are applying for]. This experience honed my skills in [mention relevant skills] and taught me the importance of [any relevant lesson or insight]. I am particularly drawn to this position at [Company Name] because [explain why you are interested in the company or role, and how it aligns with your career goals]. I admire [mention something specific about the company or its values] and I am eager to contribute to [specific aspect of the company's mission or project].

I am excited about the opportunity to bring my [specific skills or experiences] to your team and help [Company Name] achieve [specific goals or projects mentioned in the job description]. I am confident that my [mention one or two key strengths] would allow me to add significant value to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I am available at your convenience for an interview and can be reached at [your phone number] or [your email].

Warm regards,

[Your Name]