

[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 [where you found the job listing]. With my background in [relevant field/industry] and [number] years of experience in [specific skills or areas], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company's Name], I successfully [describe a relevant accomplishment or responsibility that showcases your skills]. This experience has equipped me with [key skills relevant to the job], which I believe will be beneficial for the role at [Company's Name].

I am particularly drawn to this position because [mention something specific about the company or role that excites you]. I admire [Company's Name] for [something notable about the company], and I am eager to bring my expertise in [specific skill] to help achieve your team's goals.

Enclosed is my resume, which provides further details about my education and professional background. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]