

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 Name] as advertised on [Where You Found the Job Listing]. With my background in [Your Field/Industry] and my experience in [Specific Skills or Experiences Related to the Job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills], and I believe it aligns well with the requirements of the [Job Title] position.

I am particularly drawn to [Company Name] because of [mention what you admire about the company or its projects]. I am excited about the opportunity to bring my expertise in [Your Relevant Expertise] to your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. Please find my resume attached for your review.

Warm regards,

[Your Name]

[Attachment: Resume]