

[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 on [where you found the job posting]. With my background in [Your Field/Area of Expertise] and my experience in [relevant experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], and I am eager to bring this expertise to [Company's Name].

I am particularly drawn to this position because [explain why you are interested in this role or company]. I admire [something specific about the company or its values] and I believe my skills align well with your team's goals.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for more details on my professional background.

Sincerely,
[Your Name]