

\*\*[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 [Your Field/Industry] and [mention any relevant experience or skills], 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 responsibility that relates to the job you are applying for]. This experience has equipped me with [skills or knowledge relevant to the new job]. I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that aligns with your own].

I am keen on the prospect of working with a talented team that [mention any specific projects or initiatives the company is known for]. I believe that my abilities in [list relevant skills or traits] will make a positive impact on your team.

Thank you for considering my application. I look forward to the possibility of discussing my application further. I am available at your convenience for an interview and can be reached by [phone/email].

Sincerely,

[Your Name]