

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

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/Industry] and experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility that aligns with the job description]. This experience honed my skills in [specific skills related to the job], which I believe will be beneficial for the [Job Title] position at [Company's Name].

I am particularly drawn to this role because [mention something specific about the company or its projects that excites you]. I admire [Company's Name]'s commitment to [a value or mission of the company] and I am eager to be a part of such an innovative team.

I am confident that my [mention one or two key qualifications or experiences] make me a strong candidate for this position. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail.

Sincerely,
[Your Name]