

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

Dear [Hiring Manager's Name],
I am writing to express my interest in the [specific position] at [Company Name] as advertised on [where you found the job listing]. With my background in [your field/industry] and a strong commitment to [specific relevant skills or values], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job], which resulted in [positive outcome or quantifiable results]. This experience honed my skills in [relevant skills or areas of expertise], making me an ideal candidate for this position.

I am particularly impressed by [something specific about the company or its projects/values], and I am eager to bring my expertise in [your skills/experience relevant to the company] to help [Company Name] achieve its goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email].

Warm regards,
[Your Name]
[LinkedIn Profile URL (optional)]