

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and [number] years of experience in [relevant experience or skills], 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 has equipped me with the skills necessary to [mention a relevant skill that relates to the job you're applying for].

I am particularly drawn to [Company Name] because [mention something specific about the company or its projects that appeals to you]. I am excited about the opportunity to [explain how you can contribute to the company or team].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]