

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 [specific position] at [Company Name], as advertised on [where you found the job listing]. With a strong background in [your field/industry] and a passion for [related interest or expertise], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe an achievement or relevant task]. This experience honed my skills in [relevant skills], and I am eager to bring this expertise to [Company Name].

I am particularly drawn to this position because [specific reason related to the company or role]. I believe my background in [mention relevant experience or qualifications] aligns well with your needs, and I am enthusiastic about the possibility of working with such a talented team. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company Name].

Sincerely,  
[Your Name]