

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

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and 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 a background in [Your Field/Industry] and a strong skill set in [specific skills or experiences related to the job], 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], which resulted in [specific outcome or benefit]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values], and I believe that my [mention relevant skills or experiences] uniquely position me to add value to your team.

I would be grateful for the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I look forward to the possibility of contributing to your team and am excited about the chance to make an impact at [Company's Name].

Thank you for considering my application. I hope to hear from you soon to schedule a conversation.

Warm regards,
[Your Name]