

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[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 letter finds you well. I am writing to express my interest in the [Job Title] position listed on [where you found the job posting].

With my background in [Your Field/Industry] and [specific skills or experiences relevant to the job], I am excited about the opportunity to contribute to [Company's Name].

I believe my experience in [specific experience or project] has equipped me with the skills required for the role. I am particularly drawn to [specific aspect of the company or its values], which aligns with my professional goals.

I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,

[Your Name]