

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[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 [Job Title] position listed on [where you found the job description] at [Company Name]. With my background in [your field/experience] and skills in [specific skills related to the job], I am confident in my ability to contribute effectively to your team.

I am particularly drawn to [specific aspect of the company or position] and believe my experience in [related experience] aligns well with your needs. I would love the opportunity to discuss how my skills can benefit [Company Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]