

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and a passion for [related skill or interest], 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 that showcases your skills]. This experience honed my ability to [relevant skill or trait related to the new job], which I believe will be beneficial in the [Job Title] role. I am particularly drawn to this position because [mention something specific about the company or team that appeals to you]. I admire [Company's Name]'s commitment to [specific aspect of the company], and I would love to bring my skills in [your skills] to help achieve [company's goals or project].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team at [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,
[Your Name]