

[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 am writing to express my interest in the [Job Title] position advertised on [where you found the job posting]. With a background in [Your Field/Industry] and [number] years of experience in [related skills or expertise], I believe I would be an excellent fit for your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility]. This experience allowed me to develop [mention relevant skills or knowledge]. I am particularly drawn to this position at [Company's Name] because [mention specific reasons related to the company/position].

I am impressed by [specific company achievement, project, or value that resonates with you], and I am eager to bring my background in [Your Skills/Expertise] to contribute to [specific goals or projects of the company].

Enclosed is my resume for your review. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I am looking forward to the possibility of discussing this exciting opportunity with you.

Warm regards,

[Your Name]