

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position name] at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Experience] and a strong dedication to [relevant skills or values related to the job], I am confident in my ability to contribute effectively to your team.

[Paragraph outlining your relevant experience, skills, and achievements. Mention specific examples that relate to the job description.]

I am particularly drawn to [Company Name] because [mention something specific about the company or its culture that attracts you]. I believe that my [qualities/skills] align well with the goals of your team and the values of your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am excited about the possibility of contributing to [Company Name] and hope to speak with you soon.

Sincerely,
[Your Name]