

[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 at [Company's Name] as advertised [where you found the job posting]. With my background in [Your Field/Industry] and [number] years of relevant experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a key achievement or responsibility that relates to the new position]. This experience has equipped me with [specific skills or expertise relevant to the job]. I am particularly impressed by [something noteworthy about the company or its projects] and look forward to potentially bringing my skills in [specific skills] to [Company's Name].

I am eager to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,
[Your Name]