

Your Name

Your Address

City, State, Zip Code

Your Email

Your 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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Achievement or Project], which led to [Results or Impact]. I bring [X number of years] of experience in [Relevant Skills or Industry].

I am particularly drawn to this position at [Company's Name] because [Reason for Interest in the Company/Role]. I believe my skills in [Specific Skills Relevant to the Job] align well with your team's needs.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the continued success of [Company's Name].

Sincerely,

[Your Name]