

**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 [Job Title] position listed at [Company Name]. I believe my skills and experience make me a strong candidate for this role.

[Briefly describe your relevant experience and why you are a good fit for the position.]

I am excited about the opportunity to contribute to [Company Name] and look forward to discussing how my background, skills, and enthusiasms align with the goals of your team.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

Your Name

Enclosure: Resume