

[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 listed at [Where You Found the Job Posting] for [Company's Name]. With my background in [Your Field/Industry] and relevant experience in [Specific Skills or Job Duties], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Mention a Relevant Achievement or Responsibility]. This experience honed my skills in [Related Skills or Tools], which I believe will be beneficial in the [Job Title] position.

I am particularly drawn to this role at [Company's Name] because [Mention a Reason Related to the Company or Role]. I admire [Company's Values or Projects], and I am eager to bring my [Your Skills/Qualities] to your esteemed company.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,  
[Your Name]