

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally express my interest in the [Job Title] position listed on [where you found the job posting]. With my background in [Your Field/Industry] and relevant experience in [mention any specific skills or experiences], I am excited about the opportunity to contribute to [Company Name].

In my previous role at [Your Last Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with a strong foundation in [mention skills related to the job], which I believe aligns with the requirements of the [Job Title] position.

I am particularly drawn to [Company Name] because of [mention something specific about the company or its values that you admire]. I am eager to bring my expertise in [mention relevant skills or experience] to your dynamic team.

I would appreciate the opportunity to discuss how my experience and skills can be beneficial to [Company Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team.

Sincerely,

[Your Name]

[Attachment: Resume]