

# Your Name

Your Address

Your City, State, Zip

Your Email | Your Phone Number

Date: Month Day, Year

Hiring Manager's Name

Company's Name

Company's Address

Company's City, State, Zip

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and proven experience in [Relevant Skills/Experience], I am confident in my ability to contribute effectively to your team.

[Insert a paragraph about your relevant experience, skills, and accomplishments that pertain to the job you are applying for. Highlight how these experiences make you a good fit for the position.]

[Insert a closing paragraph that reinforces your enthusiasm for the position and expresses a desire to discuss your application in more detail.]

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

Sincerely,  
Your Name

[LinkedIn Profile or Professional Website URL]