

Your Name

Your Address

City, State, Zip

Email: your.email@example.com

Phone: (123) 456-7890

Date: Month DD, YYYY

Hiring Manager's Name

Company Name

Company Address

City, State, Zip

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Company Name]. With my background in [Your Field/Industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I [describe a relevant experience or achievement]. This experience taught me [mention skills or lessons learned related to the job].

I am particularly drawn to this position at [Company Name] because [mention what attracts you to the company or the role]. I believe my skills in [mention relevant skills] would be a great match for your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can be in line with the goals of [Company Name].

Sincerely,

Your Name

Attachments: Resume