

Your Name

Your Address

Your City, State, Zip Code

Your Email | Your Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

Company City, State, Zip Code

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/Experience], I am confident that my skills align perfectly with the requirements of this role.

In my previous position at [Your Previous Company], I successfully [mention any relevant achievements or responsibilities that relate specifically to the job]. This experience has equipped me with the competencies necessary to contribute effectively to your team.

I am particularly drawn to this role at [Company Name] because [mention why you are interested in the company or the particular position]. I am excited about the opportunity to bring my expertise in [mention any relevant skills or experiences] to your company.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. I am available at your convenience for an interview and can be reached by [Your Phone Number] or [Your Email].

Sincerely,

Your Name

Enclosure: Resume