

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific job title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [your field or expertise], I am enthusiastic about the opportunity to contribute to your team and support the continued success of your organization.

In my previous role at [Your Previous Company], I successfully [mention any relevant experience or achievement related to the job]. This experience has equipped me with essential skills in [list relevant skills], which I believe align well with the requirements of the position.

I am particularly drawn to this position because [mention any specific reason related to the company or the role]. I am excited about the opportunity to [describe how you could contribute to the company's goals or projects].

I have attached my resume for your review, and I would appreciate the opportunity to discuss how my experience and skills can contribute to the success of [Company's Name]. Thank you for considering my application. I look forward to the possibility of speaking with you.

Sincerely,  
[Your Name]