

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[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 a strong background in [Your Field/Industry] and proven expertise in [Relevant Skills or Experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Specific Achievement or Responsibility related to the Job], which resulted in [Quantifiable Outcome or Impact]. This experience has equipped me with the necessary skills to excel in [Job Title] at [Company Name].

I am particularly drawn to this role at [Company Name] because [Reason Specific to the Company or Position]. I admire [Company's Values, Mission, or Projects], and I believe that my skills in [Specific Skill related to the Job] would be a valuable asset to your team.

I am eager to bring my background in [Your Field/Industry] to [Company Name] and collaborate with your team to achieve [Company Goals]. Thank you for considering my application. I look forward to the opportunity to discuss how my experiences and vision align with the goals of [Company Name].

Sincerely,  
[Your Name]