

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

Dear [Hiring Manager's Name],

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

In my previous role at [Your Previous Company], I successfully [Achievement or Responsibility that relates to the new job]. This experience has equipped me with the skills necessary to [How You'll Benefit the Company].

I am particularly drawn to this position at [Company's Name] because of [Specific Reason related to the Company or Role]. I admire [something specific about the company or team] and would love the opportunity to bring my expertise in [Your Expertise] to your organization.

I have attached my resume for your review and would appreciate the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and am excited about the opportunity to further discuss my candidacy.

Sincerely,
[Your Name]