

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 advertised on [where you found the job listing]. With my background in [Your Field/Industry] and experience in [specific skills or experiences relevant to the job], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job you're applying for]. This experience honed my skills in [specific skills related to the position], and I am eager to bring this expertise to [Company's Name].

I am particularly impressed by [something you admire about the company or its projects] and I am excited about the opportunity to join your team and contribute to [specific goals/values of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address] to schedule a discussion.

Sincerely,  
[Your Name]