

[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 listed on [where you found the job listing]. With my background in [Your Field/Industry] and my experience in [specific skills or experiences related to the job], I am confident in my ability to contribute to [Company Name].

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my abilities in [related skills] and solidified my passion for [related field or industry].

I am particularly drawn to [Company Name] because of [mention something specific about the company or its values that resonates with you]. I believe my skills in [specific skills] align well with the needs of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company Name]. I can be reached at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,  
[Your Name]