

[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 at [Company's Name], as advertised [where you found the job listing]. With [number] years of experience in [your field/industry], specializing in [specific skills or areas of expertise], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that relates to the job]. This experience has equipped me with the skills necessary to [mention how this achievement or responsibility prepares you for the new position]. I am particularly drawn to this role at [Company's Name] because [explain why you are interested in the company and position].

I possess a strong background in [list relevant skills or technologies], which I believe will be invaluable in addressing the challenges at [Company's Name]. Additionally, my proficiency in [any additional relevant skills] will allow me to hit the ground running.

I am excited about the opportunity to bring my unique talents to [Company's Name] and collaborate with such a talented team. I look forward to discussing how my experience and vision align with the goals of your organization. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Name]

[Attachment: Resume]