

[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 on [where you found the job listing]. With my background in [Your Field/Industry] and my skills in [Specific Skills Relevant to the Job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant experience or achievement]. This experience has equipped me with the skills necessary to excel in the [Job Title] role at [Company's Name], including [list relevant skills or qualifications].

I am particularly drawn to this position because [explain why you are interested in the job/company]. I am impressed by [something specific about the company or its projects], and I believe my background in [specific area] aligns well with your team's goals.

I would love the opportunity to further discuss how my experience and skills can benefit [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]