

[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 Posting]. With a background in [Your Field/Technology] and extensive experience in [Specific Skills or Technologies], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention specific achievements or responsibilities that relate to the job]. This experience has equipped me with [any relevant skills or knowledge], which I believe aligns well with the requirements of the [Job Title] role.

I am particularly impressed by [something specific about the company or its projects] and I am eager to bring my skills in [mention any relevant technologies or methodologies] to help drive [Company's Name]'s vision forward.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the innovative projects at [Company's Name].

Sincerely,  
[Your Name]