[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/Expertise] and relevant experience in [Specific Skills/Technologies], I am excited about the opportunity to contribute to your team.
In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable outcome]. My experience with [list specific technologies or methodologies] has equipped me with a solid foundation and a passion for [aspect of IT you enjoy].
I am particularly impressed by [Company's Name]'s commitment to [specific company value or project], and I believe my skills in [relevant skills] align well with your team's goals. I am eager to bring my expertise in [specific technology or skill] and collaborate with your talented team to [mention what you hope to achieve or contribute].
Enclosed is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiam can contribute to the innovative work at [Company's Name]. Thank you for considering my application.
Sincerely,
[Your Name]