

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 listed at [Where You Found the Job Posting] for [Company's Name]. With a background in [Your Field/Experience] and a strong skill set in [Relevant Skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. This experience has honed my abilities in [Related Skills or Technologies], and I am eager to bring my expertise to [Company's Name].

I am particularly drawn to [Company's Name] because [Mention Something Specific About the Company or Its Projects/Values]. I believe my [Your Strengths] align well with your goals.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please feel free to contact me at your earliest convenience.

Sincerely,  
[Your Name]