

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

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 degree in [Your Degree] and [Number] years of experience in [Relevant Experience/Field], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [Specific Achievement or Responsibility that relates to the job]. This experience honed my skills in [Specific Skills Related to the Job] and prepared me for the challenges presented by the [Job Title] position.

I am particularly impressed by [Something Notable About the Company or Team], and I am eager to bring my expertise in [Your Expertise Related to the Job] to help [Company's Name] achieve its goals.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,  
[Your Name]