

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

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Field/Expertise] and [number] years of relevant experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a key achievement or responsibility relevant to the job]. This experience honed my skills in [relevant skills/qualifications], which I believe will be valuable for [Company Name].

I am particularly drawn to this position because [reason for your interest in the job or company]. I am eager to bring my expertise in [specific skills/knowledge] to [Company Name] and to collaborate with your team to achieve [specific goals of the company or department].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience aligns with the needs of your team.

Sincerely,
[Your Name]