

[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 [Company's Name]. With my background in [Your Field/Area of Expertise] and [Number] years of experience in [Relevant Experience/Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility relevant to the job]. This experience has equipped me with [specific skills or knowledge related to the job].

I am particularly drawn to this position because [reason you are interested in the company or role]. I admire [something specific about the company or its culture], and I would be excited to bring my skills to [describe how you can contribute].

Thank you for considering my application. I look forward to the opportunity to discuss further how my background, skills, and enthusiasm can be in line with the goals of [Company's Name].

Sincerely,

[Your Name]