

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

Dear [Hiring Manager's Name],

I am writing to express my enthusiasm for the [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. With a strong background in [Your Field/Industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [relevant skills or technologies], enabling me to [explain how these skills relate to the new position].

What excites me most about the opportunity at [Company Name] is [mention a specific aspect of the company or role that interests you]. I am particularly impressed by [something notable about the company or its values] and I believe that my [your specific skills or experiences] aligns perfectly with your needs.

I am eager to bring my expertise in [mention a specific skill or area of expertise] to [Company Name] and contribute to [mention a goal or project of the company]. I look forward to the possibility of discussing how my background, skills, and enthusiasms can be in alignment with the innovative work being done at [Company Name].

Thank you for considering my application. I hope to discuss my application with you further in an interview setting.

Warmest regards,  
[Your Name]