

[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 at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and my skills in [specific skills related to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant experience or achievement that relates to the job you're applying for]. This experience has equipped me with the necessary skills to excel in the [Job Title] position, particularly in [specific tasks or responsibilities from the job description].

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its values that resonates with you]. I admire [any specific details about the company], and I believe my [your qualities or skills] would be a valuable asset to your team.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

[Your Name]

[Attachment: Resume]