

[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 on [where you found the job posting]. With my background in [your field/industry] and experience in [relevant skills or experience], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [skills relevant to the job], and I am eager to bring my expertise to your team.

What excites me most about this opportunity is [mention something specific about the company or role that appeals to you]. I am particularly impressed by [any recent news about the company, their mission, etc.], and I believe my background in [particular skills or experiences] aligns well with your company's goals.

I am looking forward to the opportunity to discuss how my experience and skills can contribute to the continued success of [Company's Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]