

[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 my skills in [Relevant Skills], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility that aligns with the job description]. This experience has equipped me with a strong ability to [mention a skill or responsibility from the job description].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or role that appeals to you]. I believe my proficiency in [mention another relevant skill or experience] will enable me to [achieve something related to the job description].

I have attached my resume for your review, and I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]