

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 Name] as advertised on [Where You Found the Job Posting]. With a background in [Your Field/Industry] and [X years] of relevant experience, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills relevant to the job], which I believe aligns well with the requirements outlined in the job description.

I am particularly drawn to this position at [Company Name] because [explain why you are interested in the company/role, referencing specific aspects of the company or position]. I am eager to bring my expertise in [your skills or experiences relevant to the job] to [Company Name] and help [mention any goals or projects relevant to the position].

Thank you for considering my application. I am looking forward to the possibility of discussing my application further. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]