

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 in [where you found the job listing] at [Company's Name]. With my background in [Your Field/Industry] and my skills in [relevant skills], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the JD]. This experience provided me with a solid foundation in [relevant skill or experience mentioned in the JD]. I am particularly drawn to this opportunity at [Company's Name] because [reason related to the company or its goals/values].

I am confident that my [additional skills or qualifications that match the JD] will contribute to the success of your team. I am excited about the possibility of bringing my unique talents to [Company's Name] and am looking forward to the opportunity to discuss how I can contribute to your ongoing projects.

Thank you for considering my application. I hope to speak with you soon to discuss my application in more detail.

Sincerely,
[Your Name]