

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position as advertised on [where you found the job listing]. With a strong background in [your relevant experience or field], I am excited about the opportunity to contribute to [Company Name] and help achieve its goals. I have [mention your relevant experience or skills that align with the job description] which I believe would add value to your team. For example, in my previous role at [Your Previous Company], I successfully [describe an achievement or responsibility that relates to the job you are applying for].

I am particularly drawn to this position because [mention any specific aspect of the company or role that interests you], and I look forward to bringing my expertise in [specific skills or areas of expertise] to [Company Name].

I would appreciate the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am eager to provide further information in an interview.

Sincerely,
[Your Name]