

[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 on [where you found the job posting] at [Company's Name]. With my background in [Your Field/Industry] and experience in [specific skills or experiences related to the job], I am excited about the opportunity to contribute to your team.

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

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am eager to bring my expertise in [specific skill or experience] to enhance your team and achieve [specific goal or project mentioned in the job description].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the continued success of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,
[Your Name]