

[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 listed at [Company Name]. With my background in [Your Industry/Field] and [relevant experience or skills], I believe I am an ideal candidate for this role.

In my previous position at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience provided me with a solid foundation in [relevant skills or general job requirements].

I am particularly drawn to this opportunity at [Company Name] because [reasons you admire the company or the position]. I am excited about the possibility of contributing to your team with my [specific skills/traits].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,  
[Your Name]