

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 [Number] years of experience in [Your Field/Industry] and a proven track record of [Specific Achievement or Skills Related to the Job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company Name], I successfully [Briefly Describe Relevant Experience or Accomplishment], which resulted in [Positive Outcome]. I am skilled in [List Relevant Skills or Tools], and I pride myself on my ability to [Describe a Value-Added Trait or Expertise].

I am particularly drawn to this position at [Company's Name] because [Reason Why You Want to Work There or Align with Company's Values/Goals]. I am eager to bring my background in [Your Field] and my strengths in [Skills] to help [Company's Name] achieve [Specific Goals or Objectives]. 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. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]