

[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 as advertised in [where you found the job listing]. With my background in [Your Field/Industry] and my [specific skills or experiences related to the job description], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the JD]. This experience has equipped me with a deep understanding of [relevant skills or knowledge mentioned in the job description].

I am particularly drawn to this role at [Company's Name] because [specific reason related to the company's mission, values, or projects mentioned in the JD]. I believe my expertise in [mention relevant skills or experiences] aligns well with the requirements outlined in the job description.

Enclosed is my resume for your review. I look forward to the opportunity to discuss further how I can contribute to the success of your team.

Thank you for considering my application.

Sincerely,

[Your Name]