

[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]. With my background in [Your Field/Industry] and my experience in [Specific Skills or Experiences Relevant to the Job], I am confident in my ability to contribute effectively to your team at [Company's Name].

In reviewing the job description, I noted that [mention specific requirement from the JD], aligns perfectly with my experience in [mention your relevant experience]. In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the JD], which resulted in [quantifiable outcome].

Furthermore, I am particularly drawn to [Company's Name] because of [specific reason related to the company/its values/projects], and I admire [something notable about the company]. I believe my skills in [mention another relevant skill] would be an asset in contributing to [a goal or project related to the company's objectives].

I am excited about the opportunity to bring my unique talents to [Company's Name] and to further discuss how I can contribute to your team. I have attached my resume for your review, and I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,
[Your Name]