

[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 at [Company Name] as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and proven skills in [Relevant Skills], I am excited about the opportunity to contribute to your team. In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job], which resulted in [positive outcome]. This experience honed my abilities in [related skills or competencies], aligning well with the requirements of the [Job Title] role.

I am particularly impressed by [Company's project, value, or achievement], and I admire [specific quality about the company]. I believe that my passion for [industry or field relevant to the job] and my expertise in [specific skills or experiences] would make me a valuable asset to your team.

Enclosed is my resume, which provides further details about my professional journey. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,  
[Your Name]