

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. With a background in [Your Field/Industry] and [Number] years of experience in [Specific Skills or Areas], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [Achievement or Responsibility Related to the Job]. I believe my skills in [Relevant Skills] align well with the requirements outlined in the job description. Additionally, my ability to [Another Relevant Skill or Experience] will enable me to [How You Can Benefit the Company].

I am particularly drawn to this position because [Reason You're Interested in the Company/Position]. I admire [Something Specific about the Company] and am eager to bring my expertise to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name].

Sincerely,
[Your Name]